



**Brawley City Council &
Successor Agency to Brawley
Community Redevelopment Agency
Regular Meeting Agenda
Tuesday, February 19, 2019 6:00 PM
City Council Chambers
383 Main Street
Brawley, California 92227**

Donald L. Wharton, Mayor
Norma Kastner-Jauregui, Mayor Pro-Tempore
Luke Hamby, Council Member
Sam Couchman, Council Member
George A. Nava, Council Member

Alma Benavides, City Clerk
William S. Smerdon, City
Attorney/City Treasurer
Rosanna Bayon Moore, City Manager/
Executive Director

CALL TO ORDER

ROLL CALL

INVOCATION

PLEDGE OF ALLEGIANCE Deacon Don Spinney, Sacred Heart Church

1. APPROVAL OF AGENDA

- 2. PUBLIC APPEARANCES/COMMENTS** (Not to exceed 4 minutes) this is the time for the public to address the Council **on any item not appearing on the agenda** that is within the subject matter jurisdiction of the City Council. The Mayor will recognize you and when you come to the microphone, please state your name for the record. You are not allowed to make personal attacks on individuals or make comments which are slanderous or which may invade an individual's personal privacy. **Please direct your questions and comments to the City Council.**

3. SPECIAL PRESENTATIONS

- a) Presentation of Certificates of Recognition to Brawley Union High School Academic Decathlon Team
- b) Presentation by Dominic Fiorenza re: Boy Scout Eagle Project to Repair & Replace Fence at Imperial Valley Conservation Research Center. **Pgs 5-17**
- c) Introduction of Newly Promoted Assistant Chief Operator of the City of Brawley Water Treatment Plant Ricardo Arguellez and Literacy & Mobile Books Services (LAMBS) Coordinator Karen Teran

- 4. CONSENT AGENDA** Items are approved by one motion. Council Members or members of the public may request consent items be considered separately at a time determined by the Mayor.

- a) Approve Accounts Payable: February 1, 2019 **Pgs 18-28**
 February 15, 2019 **Pgs 29-41**
- b) Adopt Resolution of the City Council of the City of Brawley, California Amending the Fiscal Year 2018/2019 City of Brawley Budget for the Fire Department in the Amount of \$18,119.28 to Reflect State of California Reimbursement for the Mendocino Complex Fire in Ukiah, CA. **Pgs 42-45**

5. REGULAR BUSINESS

- a) Scheduled Public Hearing for Submittal of State Community Development Block Grant (CDBG) Application at 6PM or Shortly Thereafter. **Pgs 46-148**
 - (1) Open Public Hearing and Receive Public Input
 - (2) Close Public Hearing
 - (3) Discussion and Potential Action to Adopt City Council Resolution No. 2019-__ : Resolution of the City Council of the City of Brawley, California

Approving an Application for Funding and the Execution of A Grant Agreement and Any Amendments Thereto From the 2018 Funding Year for the State of California CDBG Program.

- (4) Discussion and Potential Action to Adopt City Council Resolution No. 2019-___ : Resolution of the City Council of the City of Brawley, California Adopting the Revised City of Brawley CDBG Housing Rehabilitation Program and Homebuyer Guidelines
- b) Discussion and Potential Action to Approve Loan #H10897-447 Funded by 15-HOME-10897 in the Amount of \$146,850 and Award a Contract to Raul Garcia Construction. **Pgs 149-150**
- c) Discussion and Potential Action Approve Insurance Waiver for Mobile Consulate Services at the Brawley Main Branch Library on February 23, 2019 from 9AM to 4:30PM at the Request of the Mexican Consulate. **Pgs 151-153**
- d) Discussion and Potential Action to Adopt City Council Resolution No. 2019- ___ : Resolution of the City Council of the City of Brawley, California, Authorizing the Submission of the City of Brawley's Proposed Projects in Response to Imperial County Transportation Commission (ICTC) Congestion Mitigation and Air Quality (CMAQ) 2018 Call for Projects for Fiscal Years 2019/2020, 2020/2021, and 2021/2022. **Pgs 154-159**
- e) Discussion and Potential Action to Adopt City Council Resolution No. 2019-___ : Resolution of the City Council of the City of Brawley, California Authorizing the Submission of the City of Brawley's Proposed Projects in Response to Imperial County Transportation Commission (ICTC) Surface Transportation Block Grant (STBG) 2018 Call for Projects for Fiscal Years 2019/2020, 2020/2021, and 2021/2022. **Pgs 160-165**
- f) Discussion and Potential Action to Award a Professional Engineering Services Agreement with LC Engineering Consultants, Inc. for the Design of Wildcat Drive Improvements from Western Avenue to South First Street in an Amount Not to Exceed \$65,960. **Pgs 166-178**

6. INFORMATION REPORT

- a) Record of Building Permits for January 2019 in the City of Brawley, Prepared by Oscar Escalante, Interim Building Official. **Pgs 179-180**

7. CITY COUNCIL MEMBER REPORTS

8. CITY MANAGER REPORT

9. CITY ATTORNEY REPORT

10. CITY CLERK REPORT

11. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

- a) Agency Designated Representative: Rosanna Bayon Moore, City Manager
Employee Organization: Brawley Police Sergeants' Association and Brawley Firefighters Association

POTENTIAL LITIGATION (C.G.C. Section §54956.9)

- a) Conference with Legal Counsel – One (1) case

PERSONNEL MATTERS (C.G.C. §54957)

- a) Public Employee Appointment to the Position of Finance Director

ADJOURNMENT Regular Meeting, ***Tuesday, March 5, 2019 @ 6:00 PM***, 383 Main Street, Brawley, California. Supporting Documents are available for public review in the Office of the City Clerk, 383 Main Street, Brawley, California 92227 - Monday through Friday during Regular Business Hours; Individuals who require special accommodations are requested to give 48 hours prior notice. Contact: Office of the City Clerk @ 760-351-3080.

Alma Benavides, City Clerk

February 12, 2019

Ms. Rosanna B. Moore, City Manager
City of Brawley
Administration Offices
383 Main Street
Brawley, CA 92227

Dear Ms. Moore:

Subject: Request City of Brawley Support of Imperial Valley Conservation
Research Center; Fence Repair and Replacement Project

On behalf of the Imperial Valley Conservation Research Center, I am requesting the City of Brawley's consideration of support for a fence repair and replacement improvement project, which I am conducting for their benefit as part of a Boy Scout Eagle Project. If I can provide a brief presentation for your City Council and the public, I would be grateful.

My name is Dominic Fiorenza, I'm in 11th grade at Calipatria High School and I'm a current Life Scout in Boy Scout Troop 4070 in Imperial, CA. My role is to show and demonstrate leadership in helping fundraise, and be responsible for leading the effort in getting the work organized, fence materials purchased and work completed for a community enhancement project. The purpose of this fence repair and replacement work is to help my community where I live.

Background:

The project will benefit the IVCRC, a non-profit organization that operates the center, which is on County property under a lease agreement. As the underlying landowner, the County is also being asked separately for their support.

The mission of the IVCRC is to attract and foster excellent agricultural research and educational opportunities that take advantage of our unique setting with saline soils, a desert climate, and a rich agricultural community with abundant water resources. The IVCRC is an independently run non-profit research center whose primary role is supporting agricultural research that benefits our Imperial Valley. They have about 130 acres of small plots that agricultural companies and farmers lease to conduct trials, and do research related to seeds, crop type, soils, irrigation and farming practices, etc. The IVCRC provides farming services to these customers. They also have a student farm project that serves to provide nutrition education. They are an important resource for the Imperial Valley agricultural, farming and business community. The results of the research make a difference in contributing to on-farm efficiency, water conservation and improved agricultural practices. A step further is future economic and agricultural business developments that will contribute to our Valley.

The Eagle Project:

The project will repair and replace fencing along the IVCRC frontage on State Route 86 south of Brawley. It will begin near Austin Road and proceed along IID power pole line to at most about 700 feet northeast of the existing main entrance of the Research Center, depending on funding obtained. Portions of the existing fencing has deteriorated and sections are completely missing. The proposed fence repairs and replacement will be in the same location and alignment where it exists, and where it used to occupy prior to the placement of an IID transmission line.

The purpose of the fencing will add perimeter security and controlled access for the Research Center, with the security aspect being food safety and corporate sensitivity of plant testing and breeding. Most important to me is that the fence will also promote a better atmosphere (aesthetics) for the Research Center and residents entering and leaving Brawley.

The project as a whole includes the post and barbed wire repairs and replacement of the approximate 3,000 feet portion from Austin Road northeast to the main entrance gate. The damaged gate will be replaced with a nicer entrance gate and fence replacement would proceed with a more suitable fence material (for an urban environment) towards the Pioneers Hospital property as it approaches the City of Brawley. Primarily volunteers will conduct the work, where possible. The fencing materials and supplies cost for the portion up to the main entrance gate is estimated at approximately \$5,500. This amount does not include a nicer entrance and enhanced fencing from the gate to the northeast, which will add cost.

My project is completely relying on community support so the project will go as far as the funding obtained. I have started fundraising efforts from our community, including sending letters requesting support to local area agricultural companies and businesses, the County and IID. I have also contacted service clubs including the Brawley Elks, Brawley Community Foundation and Brawley Rotary Club.

Requests:

If the City of Brawley were able to provide any monetary support towards this community enhancement fence project, of any amount it would be appreciated.

Any funds received for the fence project would go directly to the IVCRC, which will administer the funds for the material purchasing. My IVCRC contact is Mr. Jim Wood, Director at PO Box 1375 Brawley, CA 92227. The physical address where the project is located is 4151 Hwy 86, Brawley.

I appreciate the opportunity to present my Eagle Project for the benefit of the Imperial Valley Conservation Research Center, to your City Council, and interested members of the public.

Respectfully,

Dominic Fiorenza

Dominic Fiorenza
PO Box 738
Brawley, CA 92227

cc: Mr. Jim Wood, Director IVCRC, Eagle Project Beneficiary
Mr. Tim Kelley, IVEDC, Eagle Project Coach

Pictures for Imperial Valley Conservation Research Center Fence Repairs & Replacement Eagle Project

Dominic Fiorenza

Troop 4070 Imperial, Desert Trails

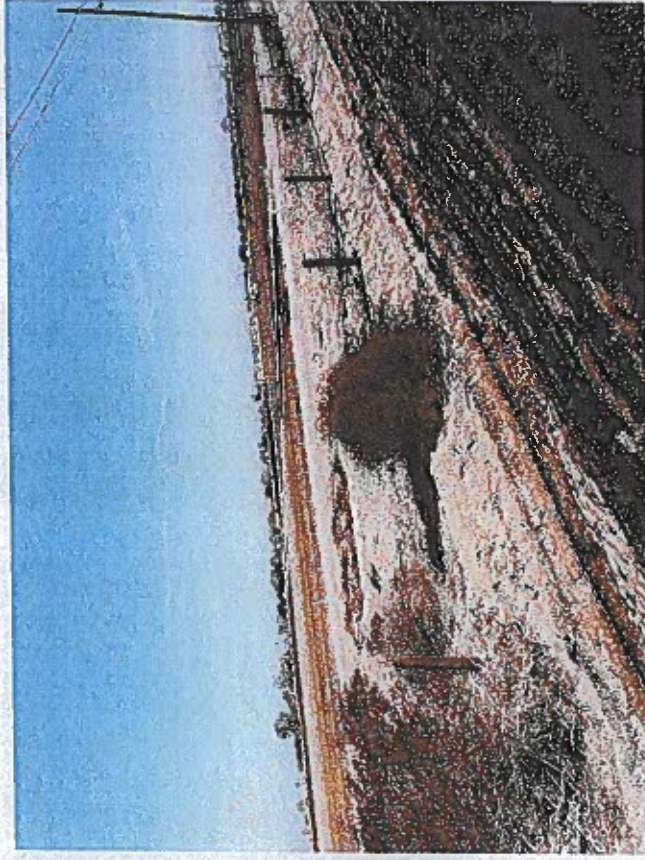
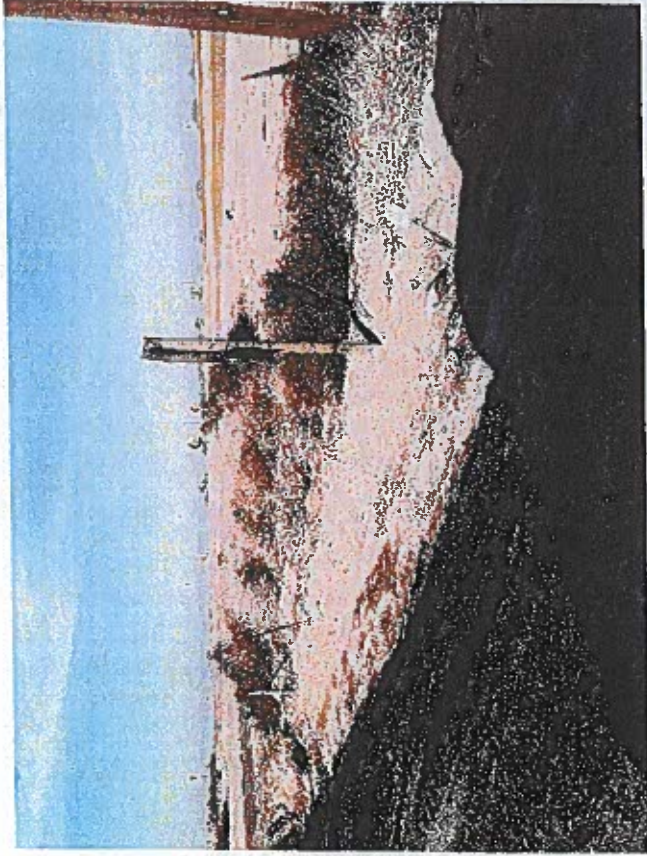
San Diego-Imperial Council



BOY SCOUTS OF AMERICA®

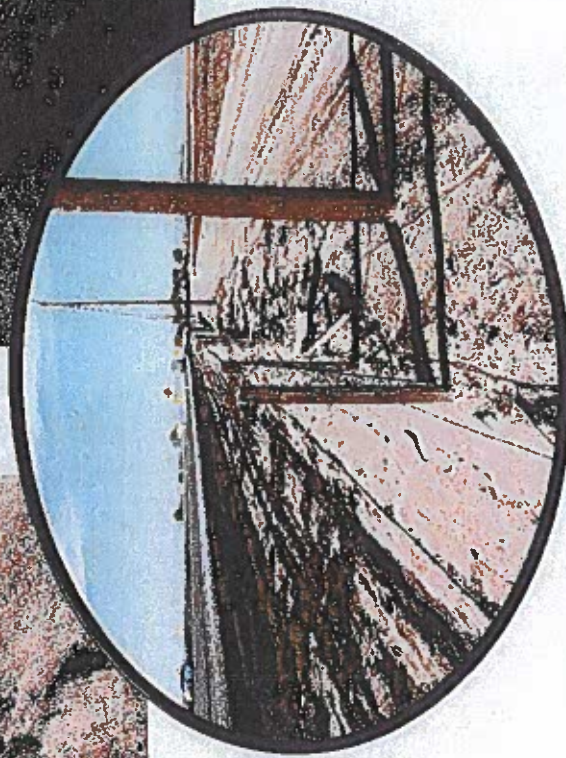
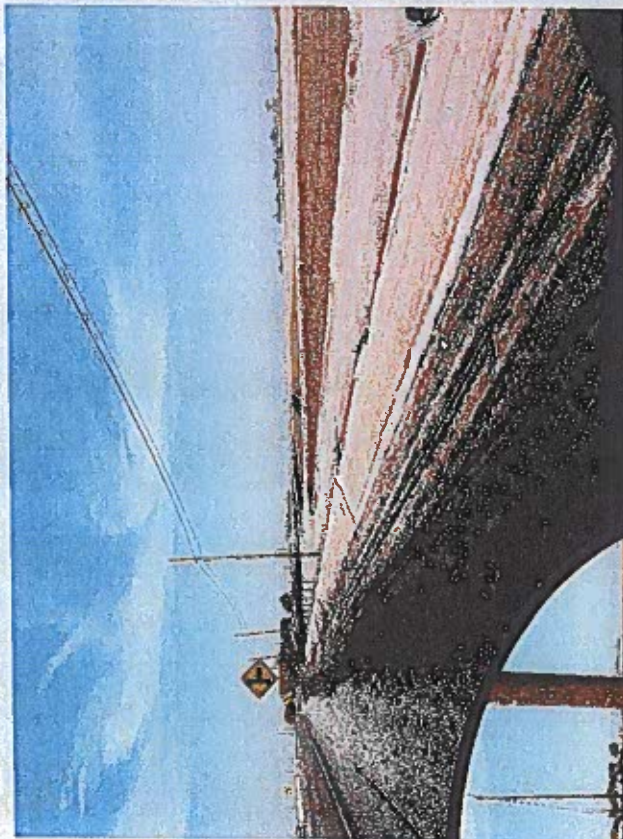
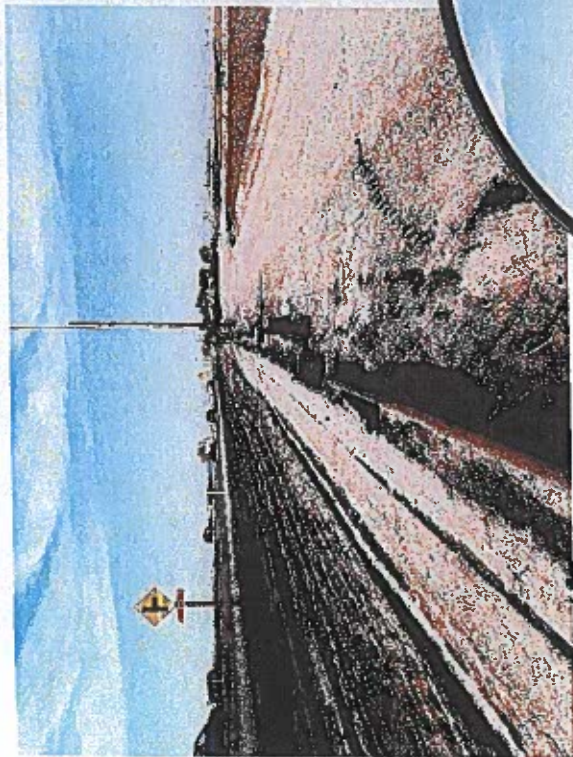
Troop 4070 Imperial

Begin Project by Austin Rd, West side of project



Troop 4070 Imperial 2

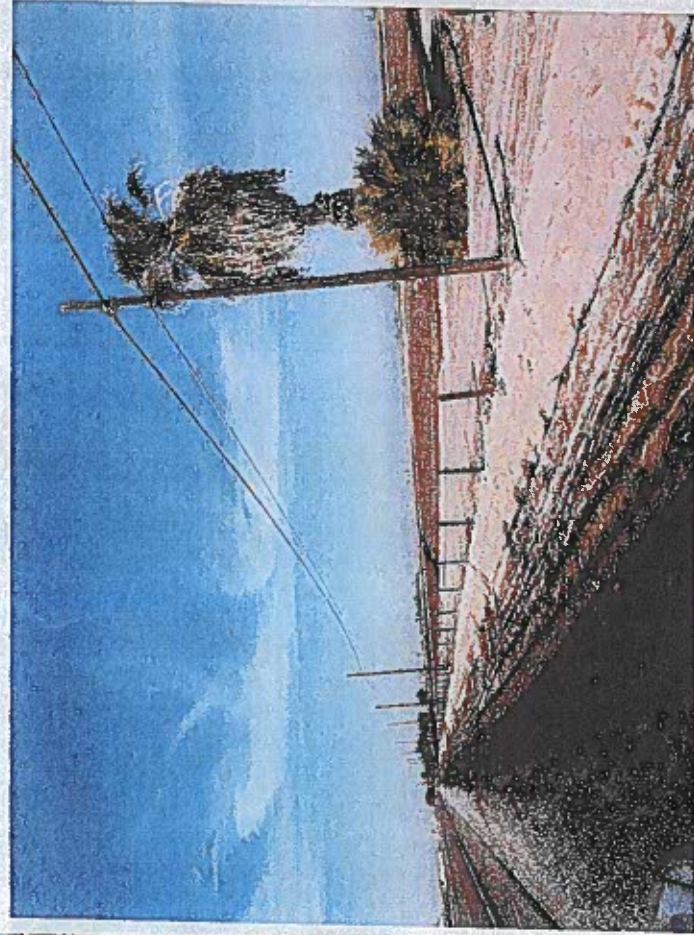
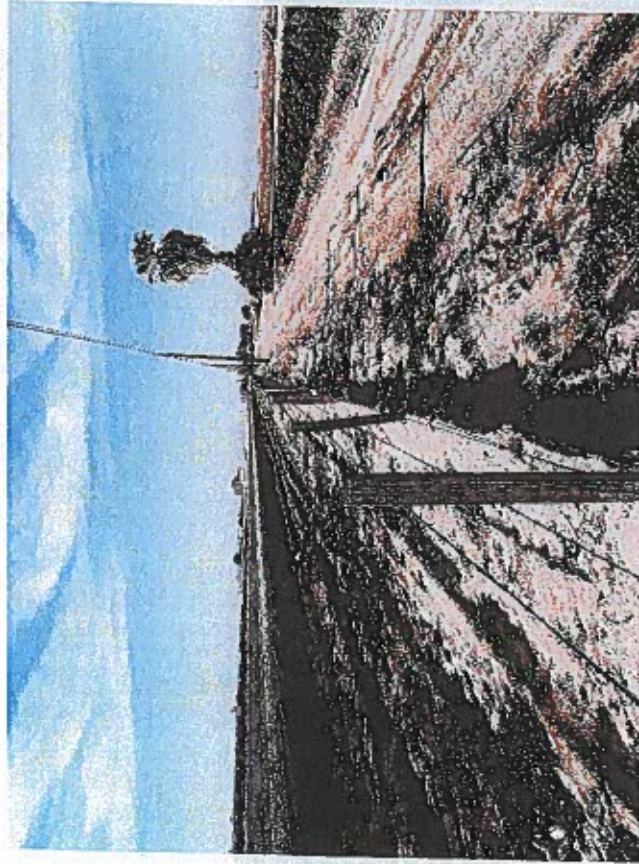
East of beginning looking west



BOY SCOUTS OF AMERICA®

Troop 4070 Imperial 3

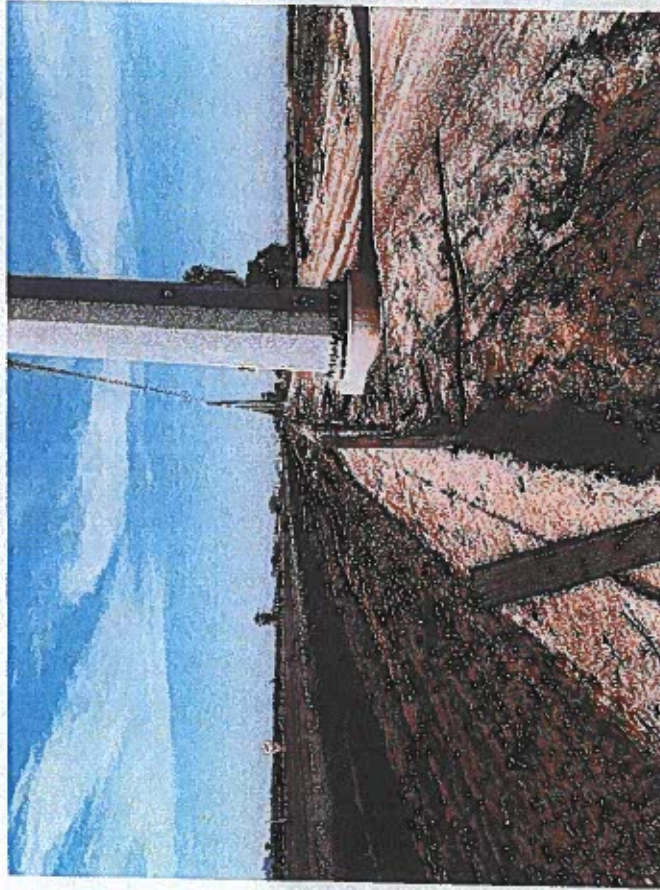
West of metal power pole, looking west



BOY SCOUTS OF AMERICA®

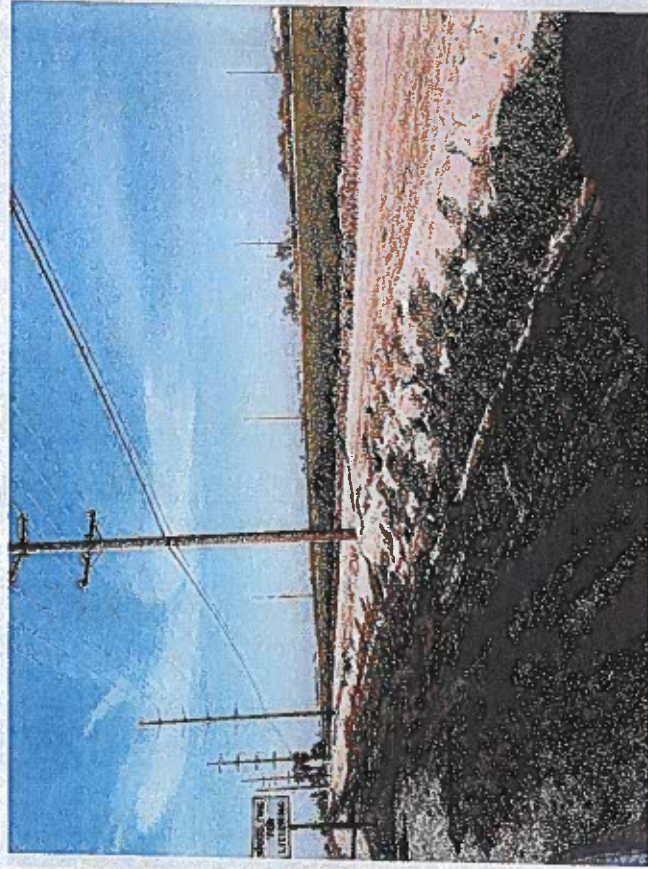
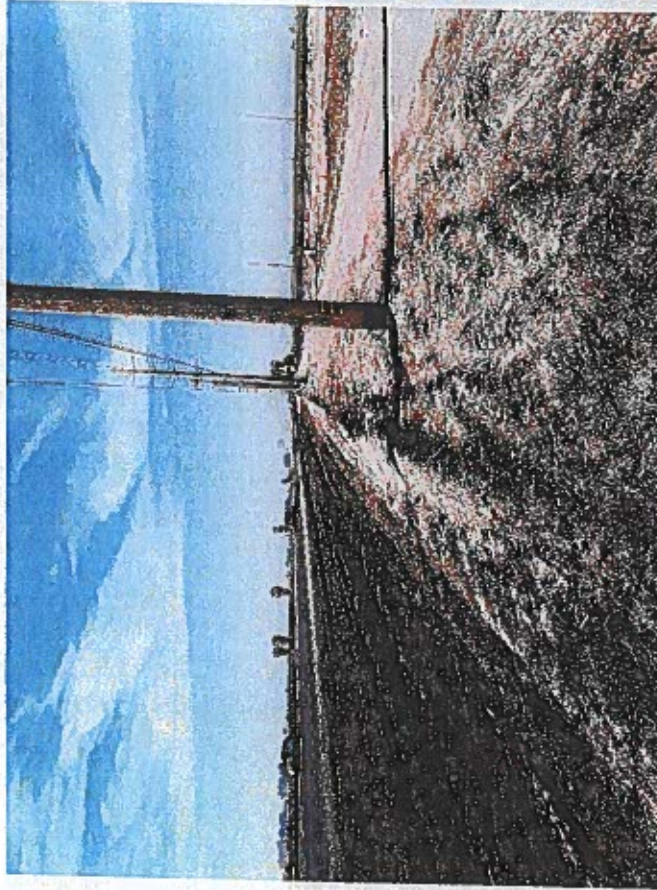
Troop 4070 Imperial 4

Metal power pole, looking west



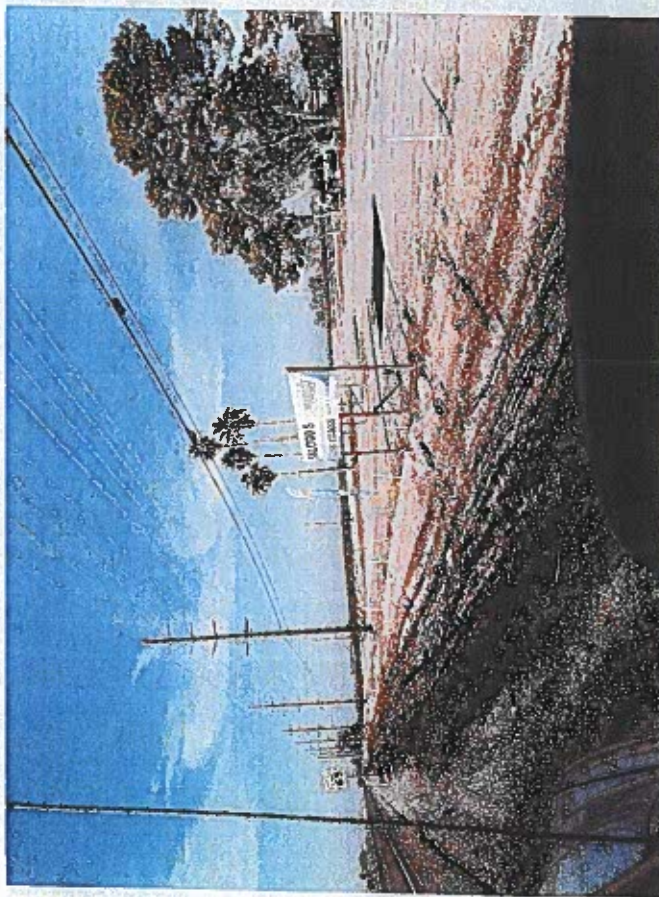
Troop 4070 Imperial 5

East of metal power pole looking west



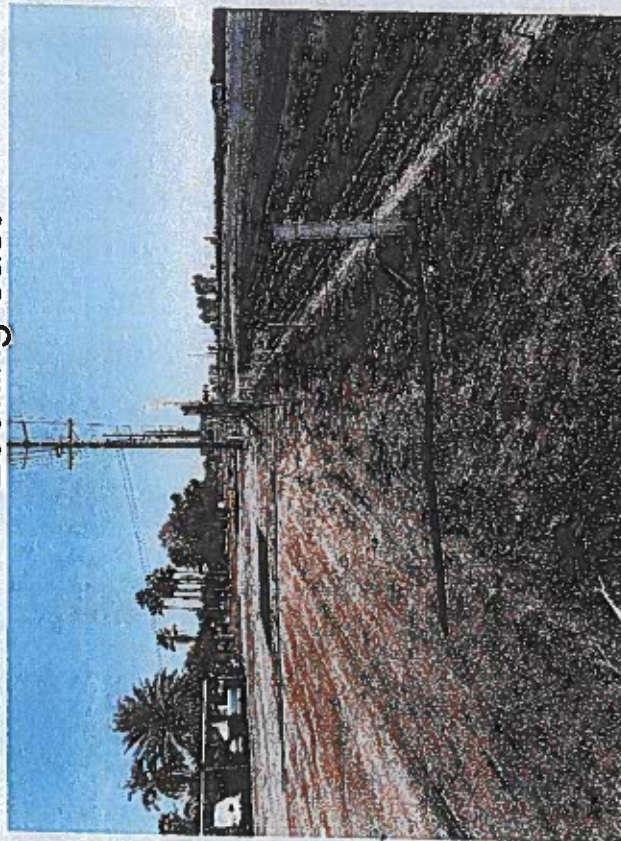
Troop 4070 Imperial 6

West of main entrance gate



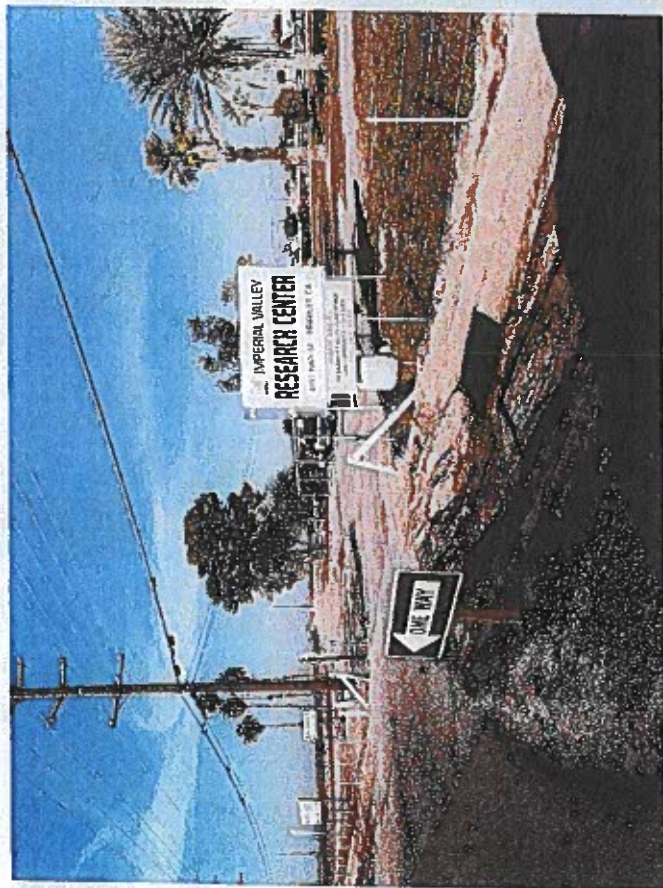
Looking west

Looking east



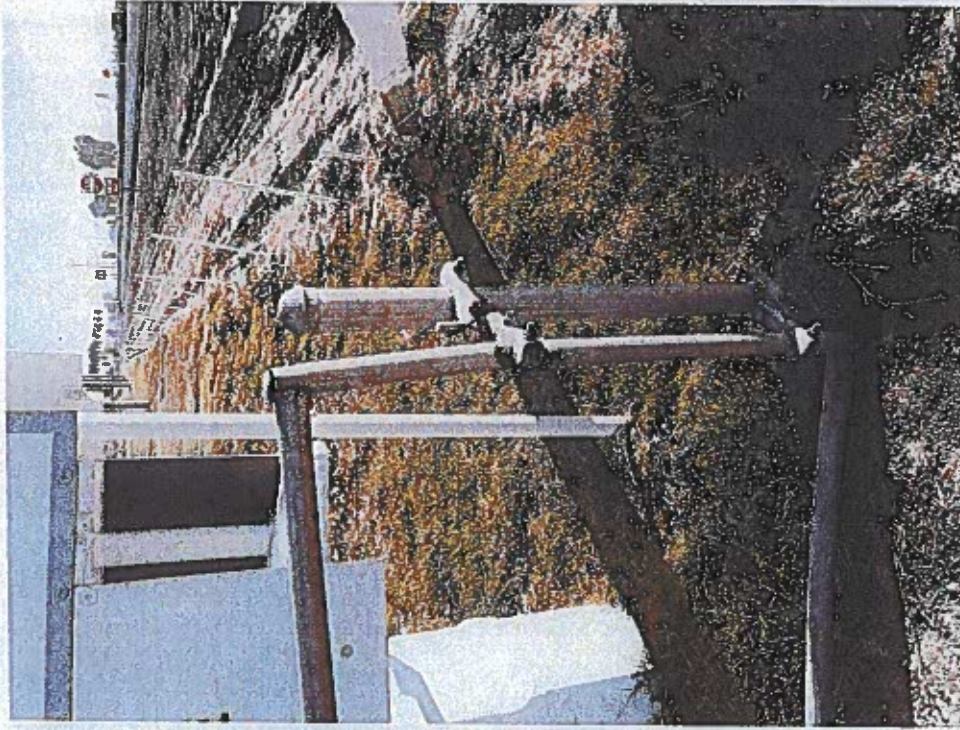
Troop 4070 Imperial 7

Main entrance gate looking west



Troop 4070 Imperial 8

Main entrance gate looking east

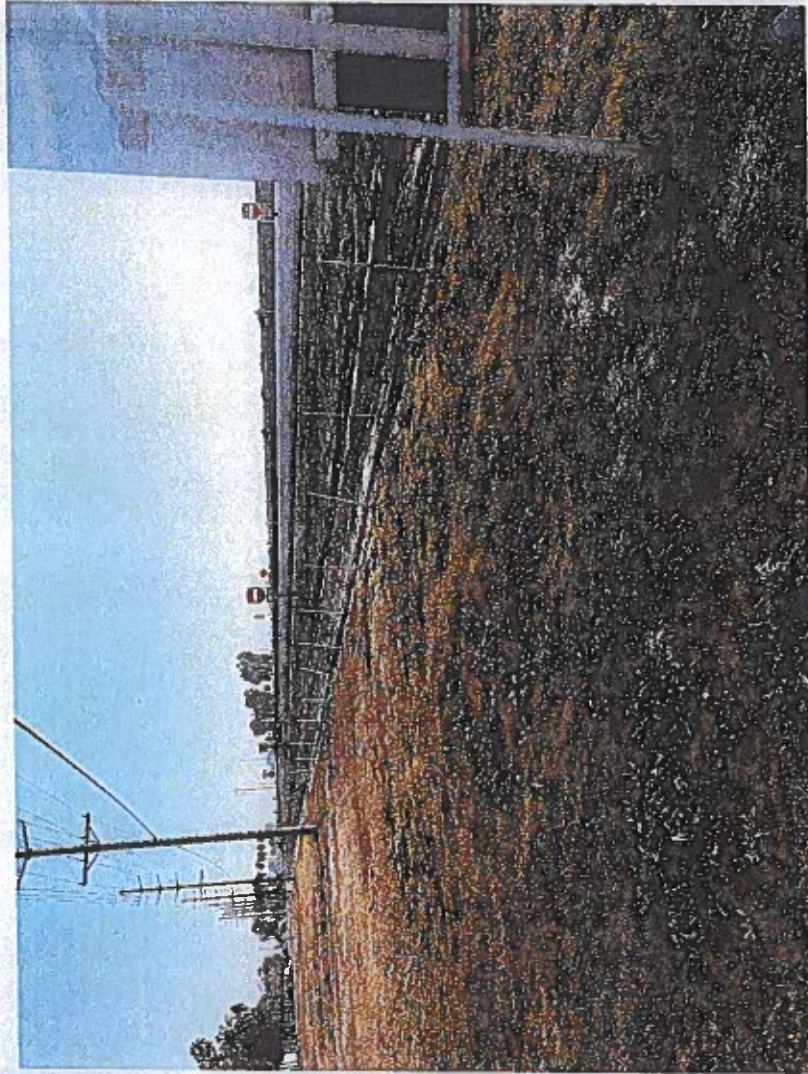


Troop 4070 Imperial 9



BOY SCOUTS OF AMERICA

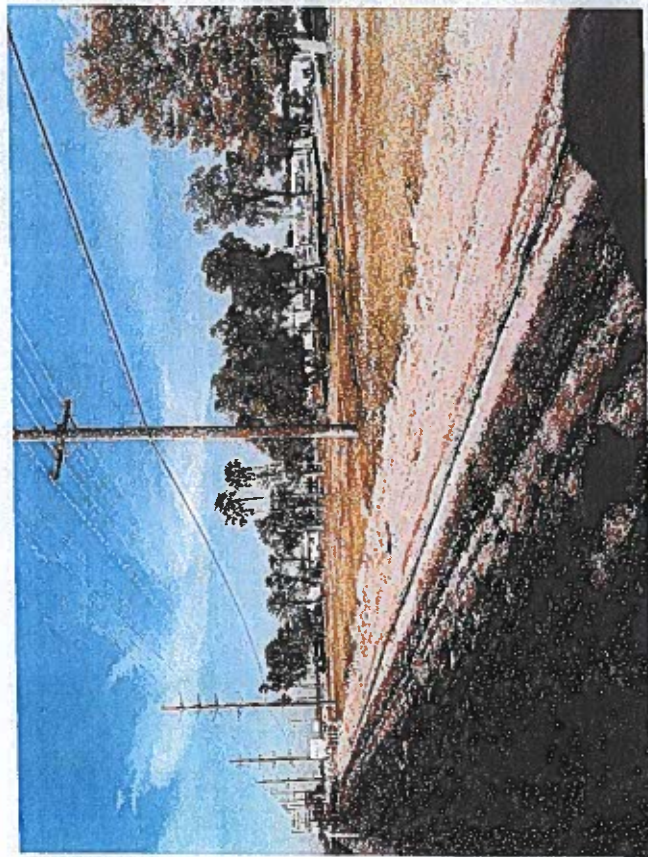
Main entrance gate looking east



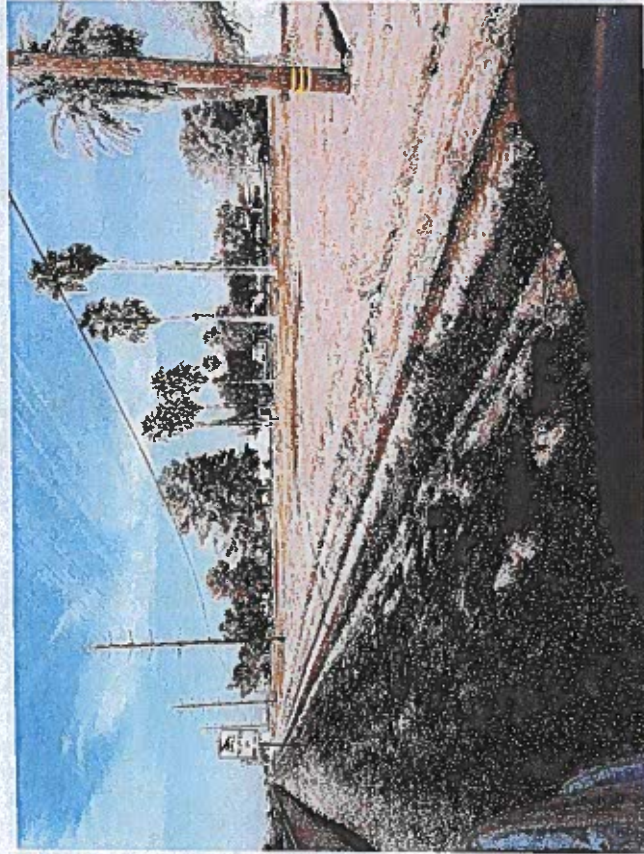
BOY SCOUTS OF AMERICA®

Troop 4070 Imperial 10

East of main entrance, looking west



End of Project (east side)



Troop 4070 Imperial¹¹

Check Register Report

Date: 02/01/2019

Time: 10:28 AM

City of Brawley

| Check Number | Check Date | Status | Vendor Number | Vendor Name | Check Description | Amount |
|--------------|------------|---------|---------------|-------------------------------|--------------------------------|-----------|
| 53458 | 01/31/2019 | Printed | C9428 | CALIFORNIA DEPARTMENT OF TAX | 3rd Qtr 2018 Sales Tax Return | 925.00 |
| 53459 | 02/01/2019 | Printed | A997 | BRYCE ANTHONY ALEXANDER | BB Scorekeeper 1/22, 1/24 | 114.00 |
| 53460 | 02/01/2019 | Printed | A126 | ALSCO AMERICAN LINEN DIV. | Cleaning Services | 104.54 |
| 53461 | 02/01/2019 | Printed | A269 | AMERICAN SOCIETY OF COMPOSE | 2019 ASCAP License Agreement | 357.00 |
| 53462 | 02/01/2019 | Printed | A592 | AUTO ZONE, INC. #2804 | Air Freshener | 7.95 |
| 53463 | 02/01/2019 | Printed | B550 | KELLY BROWN | Reimb. Modular Locker | 362.07 |
| 53464 | 02/01/2019 | Printed | B0157 | BUSY BEE FLORAL | Refund Deposit 157 N Plaza | 177.00 |
| 53465 | 02/01/2019 | Printed | C9428 | CALIFORNIA DEPARTMENT OF TAX | Amended 3rd Qtr 2018 Sales Tax | 9,753.00 |
| 53466 | 02/01/2019 | Printed | C544 | CANON FINANCIAL SERVICES, INC | Copier Leases/P.D. | 1,045.65 |
| 53467 | 02/01/2019 | Printed | C545 | CANON SOLUTIONS AMERICA | P.W. Scanner, Printer Maint. | 73.79 |
| 53468 | 02/01/2019 | Printed | C549 | CANON SOLUTIONS AMERICA, INC | Copier Maint. 10/1-12/31 P.W. | 1,090.23 |
| 53469 | 02/01/2019 | Printed | C0430 | CRISTOPHER ANDREW CARRILLO | BB Scorekeeper 1/22/19 | 30.00 |
| 53470 | 02/01/2019 | Printed | C093 | CIT | City Hall Phone System | 150.54 |
| 53471 | 02/01/2019 | Printed | C2833 | CORE & MAIN LP | Shut Off Tool | 963.29 |
| 53472 | 02/01/2019 | Printed | D012 | JON T DELLINGER | Reimb. Travel/Investigative | 38.00 |
| 53473 | 02/01/2019 | Printed | D478 | DEPARTMENT OF JUSTICE | Fingerprint Applications | 732.00 |
| 53474 | 02/01/2019 | Printed | D516 | DEPARTMENT OF TRANSPORTATIO | Signal & Lighting/Oct-Dec 2018 | 12,782.95 |
| 53475 | 02/01/2019 | Printed | D178 | DIRECTV, LLC | Acct# 007659085 1/15-2/14 | 178.78 |
| 53476 | 02/01/2019 | Printed | E441 | MITCH EDMON | Refund Deposit 1016 CADS | 161.99 |
| 53477 | 02/01/2019 | Printed | E145 | ELMS EQUIPMENT | Weedeater Line | 127.21 |
| 53478 | 02/01/2019 | Printed | E652 | DAVID JODECI ESQUEDA | BB Referee 1/22/19 | 38.00 |
| 53479 | 02/01/2019 | Printed | G2426 | JOSE L GOMEZ | Refund Ovrpmt Bus Lic #1144 | 24.00 |
| 53480 | 02/01/2019 | Printed | G363 | GOVINVEST | GASB 68 Reports | 3,500.00 |
| 53481 | 02/01/2019 | Printed | G216 | DAYJANE A GRANBERRY | BB Scorekeeper 1/24/19 | 60.00 |
| 53482 | 02/01/2019 | Printed | G1002 | BRANDEN GUTIERREZ | BB Referee 1/23/19 | 76.00 |
| 53483 | 02/01/2019 | Printed | H408 | HIDALGO SOCIETY | Installation Of Officers | 150.00 |
| 53484 | 02/01/2019 | Printed | I102 | I. I. D. | Canal Water Availability Fee | 38.00 |
| 53485 | 02/01/2019 | Printed | I447 | I. V. TERMITE & PEST CONTRO | Pest Control Svcs F.D. #1 | 29.00 |
| 53486 | 02/01/2019 | Printed | I327 | IACP | IACP Annual Dues/R. Sawyer | 190.00 |
| 53487 | 02/01/2019 | Printed | I220 | IMPERIAL COUNTY AIR POLLUTI | Permit 3814 PTO/351 Main St | 191.00 |
| 53488 | 02/01/2019 | Printed | I419 | IMPERIAL COUNTY TREASURER | Housing Authority In Lieu of | 48,197.25 |
| 53489 | 02/01/2019 | Void | 02/01/2019 | | Void Check | 0.00 |
| 53490 | 02/01/2019 | Printed | I301 | IMPERIAL HARDWARE CO., INC. | Propane | 305.40 |
| 53491 | 02/01/2019 | Printed | I567 | IMPERIAL VALLEY PRESS | Request for Proposals/Wildcat | 2,146.74 |
| 53492 | 02/01/2019 | Printed | J380 | JADE SECURITY SYSTEMS, INC. | Replace Keypad & Battery | 250.00 |
| 53493 | 02/01/2019 | Printed | J371 | JOHNSON CONTROLS SECURITY | Alarm Monitoring 2/1-2/28/19 | 218.91 |
| 53494 | 02/01/2019 | Printed | K793 | KME FIRE APPARATUS | Repair Valve Kit | 738.36 |
| 53495 | 02/01/2019 | Printed | L1128 | LABORERS' INTL UNION | Refund Ovrpmt Bus Lic #3153 | 8.00 |
| 53496 | 02/01/2019 | Printed | L346 | LAS PALMAS LANDSCAPING | Tree Trimming/Panno Road | 3,200.00 |
| 53497 | 02/01/2019 | Printed | L603 | LIEBERT CASSIDY WHITMORE | Professional Services 12/31/18 | 997.00 |
| 53498 | 02/01/2019 | Printed | M730 | MALLORY SAFETY & SUPPLY LLC | Gloves | 130.26 |
| 53499 | 02/01/2019 | Printed | M004 | MCNEECE BROS OIL COMPANY | Fuel/Fire Dept. | 1,991.81 |
| 53500 | 02/01/2019 | Printed | M315 | MOSS, LEVY & HARTZHEIM | Audit Preparation, Write Up | 960.00 |
| 53501 | 02/01/2019 | Printed | N147 | RAUL DIEGO NAVARRO | BB Referee 1/24/19 | 38.00 |
| 53502 | 02/01/2019 | Printed | N266 | NFPA | Annual Membership ID#2719676 | 315.00 |
| 53503 | 02/01/2019 | Printed | O378 | JIM O'MALLEY PLUMBING | Couplings, Tee | 3.99 |
| 53504 | 02/01/2019 | Printed | O233 | O'REILLY AUTO PARTS | Bit Set, Air Freshener | 20.45 |
| 53505 | 02/01/2019 | Printed | O395 | ONESOURCE DISTRIBUTORS, LLC | Bulbs | 540.88 |
| 53506 | 02/01/2019 | Printed | O901 | ORANGE COMMERCIAL CREDIT | Microbiology Analysis | 1,956.00 |
| 53507 | 02/01/2019 | Printed | P291 | GISELLE PADILLA | BB Scorekeeper 1/22, 1/24 | 120.00 |
| 53508 | 02/01/2019 | Printed | P259 | JOSE C PEREZ | Refund Ovrpmt 1038 H Street | 12.30 |
| 53509 | 02/01/2019 | Printed | P110 | PESTMASTER SERVICES | Pest Control/Lions Center | 150.00 |
| 53510 | 02/01/2019 | Printed | P374 | LAURA PINEDO | Refund Basketball Registration | 40.00 |
| 53511 | 02/01/2019 | Printed | P1286 | PORTER CONSTRUCTION INC | Refund Deposit 421 W D Street | 102.31 |

Check Register Report

Date: 02/01/2019

Time: 10:26 AM

City of Brawley

| Check Number | Check Date | Status | Vendor Number | Vendor Name | Check Description | Amount |
|--------------|------------|---------|---------------|--------------------------------|-------------------------------|----------|
| 53512 | 02/01/2019 | Printed | P300 | PROFORCE MARKETING, INC. | Hard Cases | 372.57 |
| 53513 | 02/01/2019 | Printed | R0291 | ALEXIS RETANA | BB Scorekeeper 1/22-1/23 | 60.00 |
| 53514 | 02/01/2019 | Printed | R0170 | NICKOLE RODRIGUEZ | BB Scorekeeper 1/23/19 | 30.00 |
| 53515 | 02/01/2019 | Printed | R168 | ROTO ROOTER | Repair Shower/Police Dept. | 349.92 |
| 53516 | 02/01/2019 | Printed | S407 | DANIEL SCHLEYER | Reimb. Travel/Investigative | 57.00 |
| 53517 | 02/01/2019 | Printed | S561 | SIXTS FARMS INC | Refund Deposit 310 N 8th St | 140.56 |
| 53518 | 02/01/2019 | Printed | S495 | SOUTHERN CALIFORNIA GAS CO. | 015 325 6300 2 12/10-1/10/19 | 127.90 |
| 53519 | 02/01/2019 | Printed | S803 | SOUTHWEST WINDOW CLEANING | Window Cleaning/Admin. Bldg | 100.00 |
| 53520 | 02/01/2019 | Printed | S760 | SPECTRUM ADVERTISING | Video Tape Council Mtg 1/15 | 550.00 |
| 53521 | 02/01/2019 | Printed | T464 | DAVID TAPIA | BB Referee 1/22/19 | 38.00 |
| 53522 | 02/01/2019 | Printed | T525 | TYLER TECHNOLOGIES, INC. | Annual Network Maintenance | 6,881.99 |
| 53523 | 02/01/2019 | Printed | V1068 | VAVRINEK, TRINE, DAY & CO | Professional Services/SCO | 350.00 |
| 53524 | 02/01/2019 | Printed | V079 | VERIZON WIRELESS SERVICES L | Mobile Broadband/Police Dept. | 999.50 |
| 53525 | 02/01/2019 | Printed | W233 | WAGEWORKS INC | FSA Service Fee - Dec 2018 | 105.00 |
| 53526 | 02/01/2019 | Printed | W221 | WAL-MART STORES, INC. #01-1555 | Facial Tissue, Trash Bags | 392.19 |
| 53527 | 02/01/2019 | Printed | W135 | WAXIE SANITARY SUPPLY | Janitorial Supplies | 618.45 |
| 53528 | 02/01/2019 | Printed | W250 | WESTAIR GASES & EQUIPMENT INC | Oxygen Tanks/F.D. 2 | 304.68 |
| 53529 | 02/01/2019 | Printed | Z668 | STEVEN ZAJDEL | BB Referee 1/22, 1/24 | 76.00 |
| 53530 | 02/01/2019 | Printed | Z264 | RAQUEL A ZEPEDA | BB Scorekeeper 1/22, 1/23 | 120.00 |
| 53531 | 02/01/2019 | Printed | Z249 | DOMINICK EDWARD ZUNIGA | BB Referee 1/22, 1/23 | 114.00 |
| 53532 | 02/01/2019 | Printed | Z332 | NATHAN ZUNIGA | BB Referee 1/22/19 | 38.00 |

Total Checks: 75

Checks Total (excluding void checks):

107,739.41

R

INVOICE APPROVAL LIST BY FUND REPORT

Date: 02/01/2019

Time: 10:29 am

Page: 1

City of Brawley

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---------------------------------------|---|----------------------|---|----------------|--------------------------|--------------------------|--------------------|
| Fund: 101 General Fund | | | | | | | |
| Dept: 000.000 | | | | | | | |
| 101-000.000-205.302 | Housing IMPERIAL COUNTY | | Housing Authority In Lieu of | 53488 | 01/17/2019 | 02/01/2019 | 48,197.25 |
| | | | | | | | <u>48,197.25</u> |
| 101-000.000-205.400 | Sales tax CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 267.03 |
| | | | | | | | <u>267.03</u> |
| Total Dept. 000000: | | | | | | | <u>48,464.28</u> |
| Dept: 110.000 General Revenues | | | | | | | |
| 101-110.000-410.800 | Business GOMEZ/JOSE L// LABORERS' INTL UNION/// | | Refund Ovrpmt Bus Lic #1144 | 53479 | 01/23/2019 | 02/01/2019 | 24.00 |
| | | | Refund Ovrpmt Bus Lic #3153 | 53495 | 01/23/2019 | 02/01/2019 | 8.00 |
| | | | | | | | <u>32.00</u> |
| 101-110.000-440.600 | Sale of maps CALIFORNIA DEPARTMENT CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 28.44 |
| | | | Amended 3rd Qtr 2018 Sales Tax | 53465 | 09/30/2018 | 02/01/2019 | 31.75 |
| | | | | | | | <u>60.19</u> |
| Total Dept. General Revenues: | | | | | | | <u>92.19</u> |
| Dept: 111.000 City Council | | | | | | | |
| 101-111.000-730.200 | Technical SPECTRUM ADVERTISING/// | 14142 | Video Tape Council Mtg 1/15 | 53520 | 01/17/2019 | 02/01/2019 | 550.00 |
| | | | | | | | <u>550.00</u> |
| 101-111.000-750.200 | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 267.60 |
| | | | | | | | <u>267.60</u> |
| 101-111.000-750.601 | Special HIDALGO SOCIETY/// | | Installation Of Officers | 53483 | 01/22/2019 | 02/01/2019 | 150.00 |
| | | | | | | | <u>150.00</u> |
| Total Dept. City Council: | | | | | | | <u>967.60</u> |
| Dept: 112.000 City Clerk | | | | | | | |
| 101-112.000-750.300 | Advertising & IMPERIAL VALLEY PRESS/// IMPERIAL VALLEY PRESS/// | 11251189 11240383 | Notice & Invitation to Bidders Request for Proposals/Wildcat | 53491 53491 | 02/05/2019 01/03/2019 | 02/01/2019 02/01/2019 | 1,472.13 674.61 |
| | | | | | | | <u>2,146.74</u> |
| Total Dept. City Clerk: | | | | | | | <u>2,146.74</u> |
| Dept: 151.000 Finance | | | | | | | |
| 101-151.000-730.100 | Professional MOSS, LEVY & HARTZHEIM/// VAVRINEK, TRINE, DAY & | 8554 VT17857 | Audit Preparation, Write Up Professional Services/SCO | 53500 53523 | 11/30/2018 11/14/2018 | 02/01/2019 02/01/2019 | 960.00 350.00 |
| | | | | | | | <u>1,310.00</u> |
| 101-151.000-730.200 | Technical TYLER TECHNOLOGIES, | 025-247617 | Annual Network Maintenance | 53522 | 02/01/2019 | 02/01/2019 | 4,551.86 |
| | | | | | | | <u>4,551.86</u> |
| 101-151.000-740.100 | Repair & CANON FINANCIAL CIT/// | 19643998 32850112 | Copier Lease, Usage PO #1974 City Hall Phone System | 53466 53470 | 01/13/2019 12/21/2018 | 02/01/2019 02/01/2019 | 179.56 75.27 |
| | | | | | | | <u>254.83</u> |
| 101-151.000-740.400 | Rent | | | | | | |

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| | CANON FINANCIAL | 19643998 | Copier Lease, Usage PO #1974 | 53466 | 01/13/2019 | 02/01/2019 | 113.40 |
| | | | | | | | <u>113.40</u> |
| | | | | | | Total Dept. Finance: | 6,230.09 |
| Dept: 152.000 Utility Billing | | | | | | | |
| 101-152.000-730.200 Technical | TYLER TECHNOLOGIES, | 025-247617 | Annual Network Maintenance | 53522 | 02/01/2019 | 02/01/2019 | 2,330.13 |
| | | | | | | | <u>2,330.13</u> |
| 101-152.000-740.100 Repair & | CANON FINANCIAL | 19643998 | Copier Lease, Usage PO #1974 | 53466 | 01/13/2019 | 02/01/2019 | 179.55 |
| | CIT/// | 32850112 | City Hall Phone System | 53470 | 12/21/2018 | 02/01/2019 | 75.27 |
| | | | | | | | <u>254.82</u> |
| 101-152.000-740.400 Rent | CANON FINANCIAL | 19643998 | Copier Lease, Usage PO #1974 | 53466 | 01/13/2019 | 02/01/2019 | 113.40 |
| | | | | | | | <u>113.40</u> |
| 101-152.000-750.750 Overages | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 0.34 |
| | CALIFORNIA DEPARTMENT | | Amended 1st Qtr 2018 Sales Tax | 53465 | 03/31/2016 | 02/01/2019 | 0.27 |
| | CALIFORNIA DEPARTMENT | | Amended 3rd Qtr 2018 Sales Tax | 53465 | 09/30/2018 | 02/01/2019 | 0.25 |
| | | | | | | | <u>0.86</u> |
| | | | | | | Total Dept. Utility Billing: | 2,699.21 |
| Dept: 153.000 Personnel | | | | | | | |
| 101-153.000-730.100 Professional | LIEBERT CASSIDY | 1471355 | Professional Services 12/31/18 | 53497 | 12/31/2018 | 02/01/2019 | 997.00 |
| | | | | | | | <u>997.00</u> |
| 101-153.000-730.200 Technical | DEPARTMENT OF JUSTICE/// | 330962 | Fingerprint Applications | 53473 | 10/03/2018 | 02/01/2019 | 315.00 |
| | DEPARTMENT OF JUSTICE/// | 348918 | Fingerprint Applications | 53473 | 01/04/2019 | 02/01/2019 | 417.00 |
| | WAGEWORKS INC/// | | FSA Service Fee - Dec 2018 | 53525 | 01/15/2019 | 02/01/2019 | 105.00 |
| | | | | | | | <u>837.00</u> |
| | | | | | | Total Dept. Personnel: | 1,834.00 |
| Dept: 171.000 Planning | | | | | | | |
| 101-171 000-740.100 Repair & | CANON SOLUTIONS | | Copier Maint. 12/1-12/31 Bldg | 53468 | 01/01/2019 | 02/01/2019 | 210.68 |
| | | | | | | | <u>210.68</u> |
| | | | | | | Total Dept. Planning: | 210.68 |
| Dept: 191.000 Non-departmental | | | | | | | |
| 101-191 000-730.200 Technical | GOVINVEST/// | 2511 | GASB 68 Reports | 53480 | 12/12/2018 | 02/01/2019 | 3,500.00 |
| | JOHNSON CONTROLS | 31865895 | Alarm Monitoring 2/1-2/28/19 | 53493 | 01/12/2019 | 02/01/2019 | 218.91 |
| | PESTMASTER SERVICES/// | 1415053 | Pest Control/Building Dept. | 53509 | 01/18/2019 | 02/01/2019 | 30.00 |
| | PESTMASTER SERVICES/// | 1415052 | Pest Control/Admin. Bldg | 53509 | 01/18/2019 | 02/01/2019 | 35.00 |
| | | | | | | | <u>3,783.91</u> |
| 101-191 000-740.100 Repair & | ROTO ROOTER/// | 10238 | Repair Faucet | 53515 | 11/02/2018 | 02/01/2019 | 264.92 |
| | | | | | | | <u>264.92</u> |
| 101-191.000-740.200 Cleaning | ALSCO AMERICAN LINEN | | Cleaning Services | 53460 | 01/16/2019 | 02/01/2019 | 25.30 |
| | SOUTHWEST WINDOW | 2894 | Window Cleaning/Admin. Bldg | 53519 | 01/24/2019 | 02/01/2019 | 100.00 |
| | | | | | | | <u>125.30</u> |

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| Total Dept. Non-departmental: | | | | | | | 4,174.13 |
| Dept: 211.000 Police Protection | | | | | | | |
| 101-211.000-721.200 | Other | | | | | | |
| | MALLORY SAFETY & SUPPLY | 4580068 | Gloves | 53498 | 01/11/2019 | 02/01/2019 | 130.26 |
| | PROFORCE MARKETING, | 366806 | Batteries | 53512 | 01/22/2019 | 02/01/2019 | 86.70 |
| | | | | | | | 216.96 |
| 101-211.000-721.900 | Small tools & | | | | | | |
| | BROWN/KELLY// | | Reimb. Modular Locker | 53463 | 01/22/2019 | 02/01/2019 | 362.07 |
| | PROFORCE MARKETING, | 366580 | Hard Cases | 53512 | 01/18/2019 | 02/01/2019 | 285.87 |
| | | | | | | | 647.94 |
| 101-211.000-730.200 | Technical | | | | | | |
| | PESTMASTER SERVICES/// | 1415051 | Pest Control/Police Dept. | 53509 | 01/18/2019 | 02/01/2019 | 40.00 |
| | | | | | | | 40.00 |
| 101-211.000-740.100 | Repair & | | | | | | |
| | ROTO ROOTER/// | 146027 | Repair Shower/Police Dept. | 53515 | 11/14/2018 | 02/01/2019 | 85.00 |
| | | | | | | | 85.00 |
| 101-211.000-740.400 | Rent | | | | | | |
| | CANON FINANCIAL | 19844000 | Copier Leases/P.D. | 53466 | 01/13/2019 | 02/01/2019 | 459.74 |
| | | | | | | | 459.74 |
| 101-211.000-750.200 | VERIZON WIRELESS | | | | | | |
| | | | Mobile Broadband/Police Dept. | 53524 | 01/15/2019 | 02/01/2019 | 304.08 |
| | | | | | | | 304.08 |
| 101-211.000-750.510 | DELLINGER/JON T// | | Reimb. Travel/Investigative | 53472 | 01/22/2019 | 02/01/2019 | 38.00 |
| | SCHLEYER/DANIEL// | | Reimb. Travel/Investigative | 53516 | 01/22/2019 | 02/01/2019 | 57.00 |
| | | | | | | | 95.00 |
| 101-211.000-750.600 | IACP/// | | | | | | |
| | | 0038560 | IACP Annual Dues/R. Sawyer | 53486 | 01/07/2019 | 02/01/2019 | 190.00 |
| | | | | | | | 190.00 |
| 101-211.000-750.650 | Taxes, Fees, | | | | | | |
| | IMPERIAL COUNTY AIR | | Permit 3814 PTO/351 Main St | 53487 | 01/24/2019 | 02/01/2019 | 191.00 |
| | | | | | | | 191.00 |
| Total Dept. Police Protection: | | | | | | | 2,229.72 |
| Dept: 211.300 Graffiti Abatement | | | | | | | |
| 101-211.300-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 541256/2 | Paint, Roller Cover, Pail | 53490 | 01/24/2019 | 02/01/2019 | 134.44 |
| | WAL-MART STORES, INC. | 00443 | Paint, Tape, Towels | 53526 | 01/24/2019 | 02/01/2019 | 96.10 |
| | | | | | | | 230.54 |
| Total Dept. Graffiti Abatement: | | | | | | | 230.54 |
| Dept: 221.000 Fire Department | | | | | | | |
| 101-221.000-720.500 | Electrical | | | | | | |
| | IMPERIAL HARDWARE CO., | 540433/2 | USB Cable, Spade Terminal | 53490 | 01/15/2019 | 02/01/2019 | 34.42 |
| | | | | | | | 34.42 |
| 101-221.000-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 540674/2 | Bolts, Nuts, Washers, Plug | 53490 | 01/17/2019 | 02/01/2019 | 15.48 |
| | | | | | | | 15.48 |
| 101-221.000-721.900 | Small tools & | | | | | | |
| | KME FIRE APPARATUS/// | ca 547139 | Repair Valve Kit | 53494 | 01/08/2019 | 02/01/2019 | 738.36 |
| | | | | | | | 738.36 |

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| 101-221.000-725.300 | Natural gas | | | | | | |
| | SOUTHERN CALIFORNIA GAS | 015 325 6300 2 | 11/7-12/10/18 | 53518 | 12/12/2018 | 02/01/2019 | 18.32 |
| | SOUTHERN CALIFORNIA GAS | 015 325 6300 2 | 12/10-1/10/19 | 53518 | 01/14/2019 | 02/01/2019 | 35.71 |
| | | | | | | | <u>54.03</u> |
| 101-221.000-725.400 | Fuel | | | | | | |
| | MCNEECE BROS OIL | 861484 | Fuel/Fire Dept. | 53499 | 12/31/2018 | 02/01/2019 | 1,991.81 |
| | | | | | | | <u>1,991.81</u> |
| 101-221.000-730.200 | Technical | | | | | | |
| | I. V. TERMITE & PEST | 0284489 | Pest Control Svcs F.D. #1 | 53485 | 01/18/2019 | 02/01/2019 | 29.00 |
| | | | | | | | <u>29.00</u> |
| 101-221.000-740.400 | Rent | | | | | | |
| | WESTAIR GASES & | 80229486 | Acetylene, Oxygen Tanks/F.D.1 | 53528 | 12/31/2018 | 02/01/2019 | 173.73 |
| | | | | | | | <u>173.73</u> |
| 101-221.000-750.200 | | | | | | | |
| | DIRECTV, LLC// | Acct# 007659085 | 1/15-2/14 | 53475 | 01/16/2019 | 02/01/2019 | 178.78 |
| | | | | | | | <u>178.78</u> |
| 101-221.000-750.600 | | | | | | | |
| | NFPA// | Annual Membership ID#2719676 | | 53502 | 01/23/2019 | 02/01/2019 | 315.00 |
| | | | | | | | <u>315.00</u> |
| | | | | | | | Total Dept. Fire Department: |
| | | | | | | | <u>3,530.61</u> |
| Dept: 221.100 | Fire Station #2 | | | | | | |
| 101-221.100-721.200 | Other | | | | | | |
| | AUTO ZONE, INC. #2804// | | Air Freshener | 53462 | 01/15/2019 | 02/01/2019 | 7.95 |
| | IMPERIAL HARDWARE CO., | 540508/2 | Fuel | 53490 | 01/16/2019 | 02/01/2019 | 17.42 |
| | IMPERIAL HARDWARE CO., | 540858/2 | Propane | 53490 | 01/21/2019 | 02/01/2019 | 21.95 |
| | | | | | | | <u>47.32</u> |
| 101-221.100-740.400 | Rent | | | | | | |
| | WESTAIR GASES & | 80229485 | Oxygen Tanks/F.D. 2 | 53528 | 12/31/2018 | 02/01/2019 | 130.95 |
| | | | | | | | <u>130.95</u> |
| | | | | | | | Total Dept. Fire Station #2: |
| | | | | | | | <u>178.27</u> |
| Dept: 231.000 | Building Inspection | | | | | | |
| 101-231.000-740.100 | Repair & | | | | | | |
| | CANON SOLUTIONS | | Copier Maint. 12/1-12/31 Bldg | 53468 | 01/01/2019 | 02/01/2019 | 210.69 |
| | | | | | | | <u>210.69</u> |
| | | | | | | | Total Dept. Building Inspection: |
| | | | | | | | <u>210.69</u> |
| Dept: 311.000 | Engineering | | | | | | |
| 101-311.000-740.100 | Repair & | | | | | | |
| | CANON SOLUTIONS | | P.W. Scanner, Printer Maint. | 53467 | 01/08/2019 | 02/01/2019 | 73.79 |
| | CANON SOLUTIONS | | Copier Maint. 10/1-12/31 P.W. | 53468 | 12/31/2018 | 02/01/2019 | 458.18 |
| | | | | | | | <u>531.97</u> |
| 101-311.000-740.200 | Cleaning | | | | | | |
| | ALSCO AMERICAN LINEN | | Cleaning Services | 53460 | 01/14/2019 | 02/01/2019 | 26.12 |
| | ALSCO AMERICAN LINEN | | Cleaning Services | 53460 | 01/21/2019 | 02/01/2019 | 26.12 |
| | | | | | | | <u>52.24</u> |
| 101-311.000-750.200 | | | | | | | |
| | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 61.14 |
| | | | | | | | <u>61.14</u> |
| | | | | | | | Total Dept. Engineering: |
| | | | | | | | <u>645.35</u> |
| Dept: 411.000 | Community | | | | | | |

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| 101-411.000-740.100 | Repair & CANON SOLUTIONS | | Copier Maint. 12/1-12/31 Bldg | 53468 | 01/01/2019 | 02/01/2019 | 210.68 |
| | | | | | | | <u>210.68</u> |
| | | | | | | | Total Dept. Community Development: 210.68 |
| Dept: 511.000 Parks | | | | | | | |
| 101-511.000-720.500 | Electrical ONESOURCE | | Bulbs | 53505 | 01/16/2019 | 02/01/2019 | 103.02 |
| | | | | | | | <u>103.02</u> |
| 101-511.000-720.800 | Janitorial WAL-MART STORES, INC. | 09480 | Facial Tissue, Trash Bags | 53526 | 01/23/2019 | 02/01/2019 | 107.19 |
| | | | | | | | <u>107.19</u> |
| 101-511.000-721.200 | Other ELMS EQUIPMENT/// | | Weedeater Line | 53477 | 12/27/2018 | 02/01/2019 | 49.71 |
| | IMPERIAL HARDWARE CO., | 540586/2 | Scour Pads, Goof Off Spray | 53490 | 01/17/2019 | 02/01/2019 | 11.41 |
| | IMPERIAL HARDWARE CO., | 540590/2 | Bolts, Washers, Nuts | 53490 | 01/17/2019 | 02/01/2019 | 4.48 |
| | IMPERIAL HARDWARE CO., | 540684/2 | Padlock | 53490 | 01/18/2019 | 02/01/2019 | 10.17 |
| | O'REILLY AUTO PARTS/// | | Bit Set, Air Freshener | 53504 | 01/17/2019 | 02/01/2019 | 6.45 |
| | | | | | | | <u>82.22</u> |
| 101-511.000-721.900 | Small tools & CORE & MAIN LP/// | K022983 | Shut Off Tool | 53471 | 01/23/2019 | 02/01/2019 | 963.29 |
| | | | | | | | <u>963.29</u> |
| 101-511.000-740.100 | Repair & ELMS EQUIPMENT/// | | Repair Hedge Trimmer | 53477 | 12/10/2018 | 02/01/2019 | 77.50 |
| | | | | | | | <u>77.50</u> |
| | | | | | | | Total Dept. Parks: 1,333.22 |
| Dept: 521.000 Recreation & Lions | | | | | | | |
| 101-521.000-720.500 | Electrical ONESOURCE | | Bulbs | 53505 | 01/16/2019 | 02/01/2019 | 437.86 |
| | | | | | | | <u>437.86</u> |
| 101-521.000-720.600 | Plumbing IMPERIAL HARDWARE CO., | 540604/2 | Faucet | 53490 | 01/17/2019 | 02/01/2019 | 45.57 |
| | | | | | | | <u>45.57</u> |
| 101-521.000-720.800 | Janitorial WAL-MART STORES, INC. | 09480 | Facial Tissue, Trash Bags | 53526 | 01/23/2019 | 02/01/2019 | 90.57 |
| | WAXIE SANITARY SUPPLY/// | 77975994 | Janitorial Supplies | 53527 | 01/08/2019 | 02/01/2019 | 590.59 |
| | WAXIE SANITARY SUPPLY/// | 77983172 | Janitorial Supplies | 53527 | 01/10/2019 | 02/01/2019 | 27.86 |
| | | | | | | | <u>709.02</u> |
| 101-521.000-721.200 | Other IMPERIAL HARDWARE CO., | 541045/2 | Copper Wire | 53490 | 01/22/2019 | 02/01/2019 | 0.86 |
| | WAL-MART STORES, INC. | 09480 | Facial Tissue, Trash Bags | 53526 | 01/23/2019 | 02/01/2019 | 98.33 |
| | | | | | | | <u>99.19</u> |
| 101-521.000-725.300 | Natural gas SOUTHERN CALIFORNIA GAS | 189 525 2700 2 | 12/6/18-1/8/19 | 53518 | 01/10/2019 | 02/01/2019 | 73.87 |
| | | | | | | | <u>73.87</u> |
| 101-521.000-730.200 | Technical AMERICAN SOCIETY OF | 500595615 | 2019 ASCAP License Agreement | 53461 | 12/20/2018 | 02/01/2019 | 357.00 |
| | PESTMASTER SERVICES/// | 1415147 | Pest Control/Lions Center | 53509 | 01/22/2019 | 02/01/2019 | 45.00 |
| | | | | | | | <u>402.00</u> |
| 101-521.000-740.100 | Repair & JADE SECURITY SYSTEMS, | 0152072 | Replace Keypad & Battery | 53492 | 01/17/2019 | 02/01/2019 | 250.00 |

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| | | | | | | | <u>250.00</u> |
| 101-521.000-740.200 | Cleaning | | | | | | |
| | ALSCO AMERICAN LINEN | | Cleaning Services | 53460 | 01/21/2019 | 02/01/2019 | 27.00 |
| | | | | | | | <u>27.00</u> |
| Total Dept. Recreation & Lions Center: | | | | | | | 2,044.51 |
| Dept: 521.100 Recreation Leagues | | | | | | | |
| 101-521.100-440.430 | Recreation | | | | | | |
| | PINEDO/LAURA// | 244889 | Refund Basketball Registration | 53510 | 11/14/2018 | 02/01/2019 | 40.00 |
| | | | | | | | <u>40.00</u> |
| 101-521.100-730.200 | Technical | | | | | | |
| | ALEXANDER/BRYCE | | BB Scorekeeper 1/22, 1/24 | 53459 | 01/25/2019 | 02/01/2019 | 114.00 |
| | CARRILLO/CRISTOPHER | | BB Scorekeeper 1/22/19 | 53469 | 01/25/2019 | 02/01/2019 | 30.00 |
| | ESQUEDA/DAVID JODECI// | | BB Referee 1/22/19 | 53478 | 01/25/2019 | 02/01/2019 | 38.00 |
| | GRANBERRY/DAYJANE A// | | BB Scorekeeper 1/24/19 | 53481 | 01/25/2019 | 02/01/2019 | 60.00 |
| | GUTIERREZ/BRANDEN// | | BB Referee 1/23/19 | 53482 | 01/25/2019 | 02/01/2019 | 76.00 |
| | NAVARRO/RAUL DIEGO// | | BB Referee 1/24/19 | 53501 | 01/25/2019 | 02/01/2019 | 38.00 |
| | PADILLA/GISELLE// | | BB Scorekeeper 1/22, 1/24 | 53507 | 01/25/2019 | 02/01/2019 | 120.00 |
| | RETANA/ALEXIS// | | BB Scorekeeper 1/22-1/23 | 53513 | 01/25/2019 | 02/01/2019 | 60.00 |
| | RODRIGUEZ/NICKOLE// | | BB Scorekeeper 1/23/19 | 53514 | 01/25/2019 | 02/01/2019 | 30.00 |
| | TAPIA/DAVID// | | BB Referee 1/22/19 | 53521 | 01/25/2019 | 02/01/2019 | 38.00 |
| | ZAIDEL/STEVEN// | | BB Referee 1/22, 1/24 | 53529 | 01/25/2019 | 02/01/2019 | 78.00 |
| | ZEPEDA/RAQUEL A// | | BB Scorekeeper 1/22, 1/23 | 53530 | 01/25/2019 | 02/01/2019 | 120.00 |
| | ZUNIGA/DOMINICK EDWARD// | | BB Referee 1/22, 1/23 | 53531 | 01/25/2019 | 02/01/2019 | 114.00 |
| | ZUNIGA/NATHAN// | | BB Referee 1/22/19 | 53532 | 01/25/2019 | 02/01/2019 | 38.00 |
| | | | | | | | <u>992.00</u> |
| Total Dept. Recreation Leagues: | | | | | | | 992.00 |
| Dept: 551.100 Library Grant - | | | | | | | |
| 101-551 100-750 200 | | | | | | | |
| | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 53.84 |
| | | | | | | | <u>53.84</u> |
| Total Dept. Library Grant - LAMBS: | | | | | | | 53.84 |
| Total Fund General Fund: | | | | | | | 78,478.35 |
| Fund: 211 Gas Tax | | | | | | | |
| Dept: 312.000 Street Maintenance | | | | | | | |
| 211-312.000-740.100 | Repair & | | | | | | |
| | DEPARTMENT OF | | Signal & Lighting/Oct-Dec 2018 | 53474 | 01/15/2019 | 02/01/2019 | 12,782.95 |
| | LAS PALMAS | 14411 | Tree Trimming/Panno Road | 53496 | 01/24/2019 | 02/01/2019 | 3,200.00 |
| | | | | | | | <u>15,982.95</u> |
| Total Dept. Street Maintenance & | | | | | | | 15,982.95 |
| Total Fund Gas Tax: | | | | | | | 15,982.95 |
| Fund: 213 SB 821 - Ped. & Bic. | | | | | | | |
| Dept: 000.000 | | | | | | | |
| 213-000.000-205.400 | Sales tax | | | | | | |
| | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 49.29 |
| | | | | | | | <u>49.29</u> |
| Total Dept. 000000: | | | | | | | 49.29 |
| Dept: 313.000 Bicycle & | | | | | | | |
| 213-313.000-721.200 | Other | | | | | | |
| | O'REILLY AUTO PARTS/// | | Bit Set, Air Freshener | 53504 | 01/17/2019 | 02/01/2019 | 14.00 |

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| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---------------------|-------------------------|-----------|-------------------------------|---------|------------|------------|----------|
| | | | | | | | 14.00 |
| | | | | | | | 14.00 |
| | | | | | | | 63.29 |
| Fund: 222 | Law Enforcement | | | | | | |
| Dept: 000.000 | | | | | | | |
| 222-000.000-205.400 | Sales tax | | | | | | |
| | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 581.00 |
| | | | | | | | 581.00 |
| | | | | | | | 581.00 |
| | | | | | | | 581.00 |
| Fund: 451 | Developer | | | | | | |
| Dept: 000.000 | | | | | | | |
| 451-000.000-205.400 | Sales tax | | | | | | |
| | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | -0.01 |
| | | | | | | | -0.01 |
| | | | | | | | -0.01 |
| | | | | | | | -0.01 |
| Fund: 501 | Water | | | | | | |
| Dept: 000.000 | | | | | | | |
| 501-000.000-205.200 | Water | | | | | | |
| | BUSY BEE FLORAL/// | | Refund Deposit 157 N Plaza | 53464 | 01/18/2019 | 02/01/2019 | 177.00 |
| | EDGMON/MITCH// | | Refund Deposit 1016 CADS | 53476 | 01/17/2019 | 02/01/2019 | 161.99 |
| | PORTER CONSTRUCTION | | Refund Deposit 421 W D Street | 53511 | 01/18/2019 | 02/01/2019 | 102.31 |
| | SIXTS FARMS INC/// | | Refund Deposit 310 N 8th St | 53517 | 01/18/2019 | 02/01/2019 | 140.56 |
| | | | | | | | 581.86 |
| 501-000.000-205.400 | Sales tax | | | | | | |
| | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | -54.08 |
| | | | | | | | -54.08 |
| | | | | | | | 527.78 |
| Dept: 321.000 | Water Treatment | | | | | | |
| 501-321.000-440.710 | Water sales | | | | | | |
| | PEREZ/JOSE C// | | Refund Ovrpmt 1038 H Street | 53508 | 01/18/2019 | 02/01/2019 | 12.30 |
| | | | | | | | 12.30 |
| 501-321.000-720.600 | Plumbing | | | | | | |
| | IMPERIAL HARDWARE CO., | 540532/2 | Coupling | 53490 | 01/16/2019 | 02/01/2019 | 9.20 |
| | O'MALLEY PLUMBING/JIM// | | Couplings, Tee | 53503 | 01/17/2019 | 02/01/2019 | 3.99 |
| | | | | | | | 13.19 |
| 501-321.000-725.100 | Water | | | | | | |
| | I. I. D.// | | Canal Water Availability Fee | 53484 | 12/17/2018 | 02/01/2019 | 38.00 |
| | | | | | | | 38.00 |
| 501-321 000-730.200 | Technical | | | | | | |
| | ORANGE COMMERCIAL | 9730 | Microbiology Analysis | 53506 | 01/08/2019 | 02/01/2019 | 1,956.00 |
| | | | | | | | 1,956.00 |
| 501-321.000-750.200 | | | | | | | |
| | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 78.21 |
| | | | | | | | 78.21 |

INVOICE APPROVAL LIST BY FUND REPORT

Date: 02/01/2019

Time: 10:29 am

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City of Brawley

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|------------------------------------|-----------------------|-----------|--------------------------------|---------|------------|------------|------------|
| Total Dept. Water Treatment: | | | | | | | 2,097.70 |
| Dept: 322.000 Water Distribution | | | | | | | |
| 501-322.000-750.200 | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 78.21 |
| | | | | | | | 78.21 |
| Total Dept. Water Distribution: | | | | | | | 78.21 |
| Total Fund Water: | | | | | | | 2,703.69 |
| Fund: 511 Wastewater | | | | | | | |
| Dept: 000.000 | | | | | | | |
| 511-000.000-205.400 Sales tax | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 20.30 |
| | | | | | | | 20.30 |
| Total Dept. 000000: | | | | | | | 20.30 |
| Dept: 331.000 Wastewater | | | | | | | |
| 511-331.000-750.200 | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 78.21 |
| | | | | | | | 78.21 |
| Total Dept. Wastewater Collection: | | | | | | | 78.21 |
| Dept: 332.000 Wastewater | | | | | | | |
| 511-332.000-750.200 | VERIZON WIRELESS | | Cell Phone Charges/Various | 53524 | 01/10/2019 | 02/01/2019 | 78.21 |
| | | | | | | | 78.21 |
| Total Dept. Wastewater treatment: | | | | | | | 78.21 |
| Total Fund Wastewater: | | | | | | | 176.72 |
| Fund: 601 Maintenance | | | | | | | |
| Dept: 000.000 | | | | | | | |
| 601-000 000-205.400 Sales tax | CALIFORNIA DEPARTMENT | | 3rd Qtr 2018 Sales Tax Return | 53458 | 12/31/2018 | 01/31/2019 | 32.69 |
| | CALIFORNIA DEPARTMENT | | Amended 1st Qtr 2016 Sales Tax | 53465 | 03/31/2016 | 02/01/2019 | 9,720.73 |
| | | | | | | | 9,753.42 |
| Total Dept. 000000: | | | | | | | 9,753.42 |
| Total Fund Maintenance: | | | | | | | 9,753.42 |
| Grand Total: | | | | | | | 107,739.41 |

Check Register Report

Date: 02/01/2019
Time: 11:32 AM

City of Brawley

| Check Number | Check Date | Status | Vendor Number | Vendor Name | Check Description | Amount |
|--------------|------------|---------|---------------|-------------------------------|-------------------------------|----------|
| 53533 | 02/01/2019 | Printed | A368 | AFLAC INC. | Cancer, ICU, Disability | 3,068.17 |
| 53534 | 02/01/2019 | Printed | C889 | CALIFORNIA STATE DISBURSEME | Deductions | 1,706.29 |
| 53535 | 02/01/2019 | Printed | C110 | COLUMBUS BANK & TRUST COMPA | Unreimbursed Medical & | 323.84 |
| 53536 | 02/01/2019 | Printed | F689 | FRANCHISE TAX BOARD | Deductions | 675.38 |
| 53537 | 02/01/2019 | Printed | N944 | NATIONAL PLAN COORDINATORS | Deferred Comp Plan #340233-01 | 4,804.09 |
| 53538 | 02/01/2019 | Printed | N187 | NATIONWIDE RETIREMENT | Deferred Compensation #05270 | 165.00 |
| 53539 | 02/01/2019 | Printed | S1456 | ESTHER SWITHENBANK | Deductions | 300.00 |
| 53540 | 02/01/2019 | Printed | U660 | UNITED STATES TREASURY | Deductions | 177.50 |
| 53541 | 02/01/2019 | Printed | U761 | UNITED STATES TREASURY | Deductions | 200.00 |
| 53542 | 02/01/2019 | Printed | U110 | UNITED WAY OF IMPERIAL COUNTY | United Way Deductions | 24.00 |

Total Checks: 10

Checks Total (excluding void checks):

11,444.27

R.L.

Check Register Report

Date: 02/15/2019

Time: 12:03 PM

City of Brawley

| Check Number | Check Date | Status | Vendor Number | Vendor Name | Check Description | Amount |
|--------------|------------|---------|---------------|--------------------------------|--------------------------------|-----------|
| 53626 | 02/15/2019 | Printed | F401 | 4IMPRINT | Label Stickers | 258.76 |
| 53627 | 02/15/2019 | Printed | A414 | AIRWAVE COMMUNICATIONS ENT INC | Radio Maint Contract-Feb. 2019 | 523.00 |
| 53628 | 02/15/2019 | Printed | A997 | BRYCE ANTHONY ALEXANDER | BB Referee 2/4, 2/5, 2/7 | 190.00 |
| 53629 | 02/15/2019 | Printed | A126 | ALSCO AMERICAN LINEN DIV. | Cleaning Services | 437.54 |
| 53630 | 02/15/2019 | Printed | A1458 | JESUS A REYNOSA ANGULO | Refund Deposit 632 Main Street | 205.90 |
| 53631 | 02/15/2019 | Printed | A232 | ARC INDUSTRIES | Transit Station Services/Jan | 357.05 |
| 53632 | 02/15/2019 | Printed | A138 | ATCO INTERNATIONAL | Gloves | 122.37 |
| 53633 | 02/15/2019 | Printed | A592 | AUTO ZONE, INC. #2804 | Fuel Treatment | 12.26 |
| 53634 | 02/15/2019 | Printed | A235 | CARLOS & MELISSA AVALOS | Refund Deposit 631 N 13th St | 66.39 |
| 53635 | 02/15/2019 | Printed | B845 | BAKERSFIELD PIPE & SUPPLY, INC | Male Connector Helmet | 42.80 |
| 53636 | 02/15/2019 | Printed | B361 | DENISE BARBEAUX | Refund Deposit 825 Evelyn Ave | 48.72 |
| 53637 | 02/15/2019 | Printed | B542 | BIG STATE INDUSTRIAL SUPPLY | Gloves | 935.25 |
| 53638 | 02/15/2019 | Printed | B232 | BIOMETRICS4ALL, INC. | Relay Fees 1/1/19-1/31/19 | 21.75 |
| 53639 | 02/15/2019 | Printed | B684 | LAURA P. BLAKE | Zumba Instructor A.M. Jan 2019 | 318.75 |
| 53640 | 02/15/2019 | Printed | B0157 | BUSY BEE FLORAL | Flowers/John Myers | 92.67 |
| 53641 | 02/15/2019 | Printed | C544 | CANON FINANCIAL SERVICES, INC | P.W. Plotter Rental - Feb 2019 | 1,829.98 |
| 53642 | 02/15/2019 | Printed | C549 | CANON SOLUTIONS AMERICA, INC | Copier Maint. 1/1-1/31 P.W. | 158.62 |
| 53643 | 02/15/2019 | Printed | C0430 | CRISTOPHER ANDREW CARRILLO | BB Scorekeeper 2/2, 2/5 | 120.00 |
| 53644 | 02/15/2019 | Printed | C203 | THOMAS ALLEN CATLETT | Rfnd Dep & Ovrpmt 1143 Cedar | 361.48 |
| 53645 | 02/15/2019 | Printed | C327 | CERTIFIED LABORATORIES DIV. | Electrical Contact Cleaner/ | 151.25 |
| 53646 | 02/15/2019 | Printed | C438 | CHAVEZ LANDSCAPING SERVICES | Palm Tree Removal/Main Street | 800.00 |
| 53647 | 02/15/2019 | Printed | C093 | CIT | City Hall Phone System | 150.54 |
| 53648 | 02/15/2019 | Printed | C2833 | CORE & MAIN LP | Registers | 21,595.71 |
| 53649 | 02/15/2019 | Printed | C129 | CREDIT BUREAU OF IMP. COUNT | Bulletin Fees | 25.00 |
| 53650 | 02/15/2019 | Printed | D291 | DDP ELECTRIC, INC | Install Valve | 725.00 |
| 53651 | 02/15/2019 | Printed | D1292 | HUGO DOMINGUEZ | Reimb. Parking Citation P05805 | 31.00 |
| 53652 | 02/15/2019 | Printed | D0105 | HANNAH DURAN | BB Scorekeeper 2/2, 2/5 | 150.00 |
| 53653 | 02/15/2019 | Printed | E216 | EL CENTRO MOTORS | Brake Pads, Rotors #P155 PD | 248.62 |
| 53654 | 02/15/2019 | Printed | E652 | DAVID JODECI ESQUEDA | BB Referee 2/2, 2/5 | 114.00 |
| 53655 | 02/15/2019 | Printed | F415 | TANYA FERNANDEZ | BB Scorekeeper 2/6/19 | 60.00 |
| 53656 | 02/15/2019 | Printed | F266 | FIRE ETC., INC. | Gear Cleaner, Hose | 1,139.46 |
| 53657 | 02/15/2019 | Printed | G171 | GERALD GAUNA | Refund Ovrpmt 626 S 2nd Street | 138.19 |
| 53658 | 02/15/2019 | Printed | G216 | DAYJANE A GRANBERRY | BB Scorekeeper 2/4, 2/7 | 120.00 |
| 53659 | 02/15/2019 | Printed | G1002 | BRANDEN GUTIERREZ | BB Referee 2/6, 2/7 | 95.00 |
| 53660 | 02/15/2019 | Printed | H104 | HOLMAN PROFESSIONAL COUNSELING | Employee Assistance Feb 2019 | 576.84 |
| 53661 | 02/15/2019 | Printed | H007 | ALEXIS HORTA | Refund Deposit 710 S 3rd St | 59.69 |
| 53662 | 02/15/2019 | Printed | I559 | IMAGE SALES, INC. | ID Card | 42.08 |
| 53663 | 02/15/2019 | Printed | I011 | IMN INVESTIGATIONS | Background Investigations | 650.00 |
| 53664 | 02/15/2019 | Void | 02/15/2019 | | Void Check | 0.00 |
| 53665 | 02/15/2019 | Void | 02/15/2019 | | Void Check | 0.00 |
| 53666 | 02/15/2019 | Printed | I301 | IMPERIAL HARDWARE CO., INC. | Light Panel | 1,305.25 |
| 53667 | 02/15/2019 | Printed | I443 | IMPERIAL PRINTERS | Letterhead/Admin. | 603.21 |
| 53668 | 02/15/2019 | Printed | I975 | IMPERIAL VALLEY HUMANE SOCIETY | Animal Control - February 2019 | 5,000.00 |
| 53669 | 02/15/2019 | Printed | I567 | IMPERIAL VALLEY PRESS | Boards, Commissions & | 878.26 |
| 53670 | 02/15/2019 | Printed | I687 | IMPERIAL VALLEY ROPCF | Dancing With The Stars/ | 170.00 |
| 53671 | 02/15/2019 | Printed | K731 | KEARNY PEARSON FORD, LLC. | Bracket, Nut #P154 PD | 135.94 |
| 53672 | 02/15/2019 | Printed | K516 | KEMIRA WATER SOLUTIONS, INC | Ferric Sulfate | 5,913.27 |
| 53673 | 02/15/2019 | Printed | K543 | KNORR SYSTEMS, INC. | Replace Stenner Pump | 584.83 |
| 53674 | 02/15/2019 | Printed | M944 | JAQUELINE MACIAS | Zumba Instructor P.M. Jan 2019 | 85.00 |
| 53675 | 02/15/2019 | Printed | M730 | MALLORY SAFETY & SUPPLY LLC | Safety Glasses, Rainsuit | 10.89 |
| 53676 | 02/15/2019 | Printed | M004 | MCNEECE BROS OIL COMPANY | Fuel/Police Dept. | 48.46 |
| 53677 | 02/15/2019 | Printed | M080 | MONICA MIER | Rfnd Deposit 1654 River Drive | 457.76 |
| 53678 | 02/15/2019 | Printed | M1109 | SANDRA MORENO | Refund Deposit 1109 B Street | 13.02 |
| 53679 | 02/15/2019 | Printed | I131 | NATIONAL INDUSTRIAL | Batteries | 147.40 |

Check Register Report

Date: 02/15/2019

Time: 12:03 PM

City of Brawley

| Check Number | Check Date | Status | Vendor Number | Vendor Name | Check Description | Amount |
|--------------|------------|---------|---------------|--------------------------------|-------------------------------|-----------|
| 53680 | 02/15/2019 | Printed | N680 | ESMERALDA NAVA | Rfnd Deposit 680 S 5th Street | 121.03 |
| 53681 | 02/15/2019 | Printed | N147 | RAUL DIEGO NAVARRO | BB Referee 2/4/19 | 76.00 |
| 53682 | 02/15/2019 | Printed | N045 | NORTHEND AUTOPARTS, INC. | Seal Cover #47 Parks | 273.98 |
| 53683 | 02/15/2019 | Printed | N417 | NUCO2 | CO2 Bulk | 671.63 |
| 53684 | 02/15/2019 | Void | 02/15/2019 | | Void Check | 0.00 |
| 53685 | 02/15/2019 | Printed | O378 | JIM O'MALLEY PLUMBING | Couplings, Glue | 602.39 |
| 53686 | 02/15/2019 | Printed | O233 | O'REILLY AUTO PARTS | Hose #G151 PD | 224.05 |
| 53687 | 02/15/2019 | Printed | O113 | OK RUBBER TIRES | Tire Repair #3913 FD | 34.04 |
| 53688 | 02/15/2019 | Void | 02/15/2019 | | Void Check | 0.00 |
| 53689 | 02/15/2019 | Printed | O607 | OSWALT & ASSOCIATES | Attorney Services - Dec. 2018 | 13,271.33 |
| 53690 | 02/15/2019 | Printed | P291 | GISELLE PADILLA | BB Scorekeeper 2/2, 2/5 | 150.00 |
| 53691 | 02/15/2019 | Printed | P016 | HELEN & RICHARD PALOMINO | Rfnd Dep, Ovrpmt 140 W J St | 216.35 |
| 53692 | 02/15/2019 | Printed | P158 | PIONEER PRINTING | Counter Receipt Books | 622.15 |
| 53693 | 02/15/2019 | Printed | P300 | PROFORCE MARKETING, INC. | Batteries | 123.59 |
| 53694 | 02/15/2019 | Printed | R0291 | ALEXIS RETANA | BB Scorekeeper 2/5, 2/6 | 90.00 |
| 53695 | 02/15/2019 | Printed | R0170 | NICKOLE RODRIGUEZ | BB Scorekeeper 2/6/19 | 60.00 |
| 53696 | 02/15/2019 | Printed | S155 | SAN DIEGO COUNTY | Police Radio System Fees/Jan. | 2,223.00 |
| 53697 | 02/15/2019 | Printed | S283 | SAN DIEGO POLICE EQUIPMENT, IN | Ammunition | 2,268.37 |
| 53698 | 02/15/2019 | Printed | S694 | STAPLES BUSINESS CREDIT | Batteries, Scanner, Tissue | 1,070.74 |
| 53699 | 02/15/2019 | Printed | T464 | DAVID TAPIA | BB Referee 2/2, 2/5 | 76.00 |
| 53700 | 02/15/2019 | Printed | T692 | THOMSON REUTERS - WEST | 2019 Penal Code | 517.20 |
| 53701 | 02/15/2019 | Printed | U404 | UNIFIRST CORPORATION | Uniforms/Cesar Duarte | 2,356.61 |
| 53702 | 02/15/2019 | Printed | U630 | UNITED PARCEL SERVICE, INC | Mailings-City Clerk | 41.25 |
| 53703 | 02/15/2019 | Printed | U901 | UNITED STATES POSTAL SERVIC | City Hall Postage Refill | 2,122.99 |
| 53704 | 02/15/2019 | Printed | U560 | UNIVAR USA, INC. | Sodium Hypochlorite | 4,406.67 |
| 53705 | 02/15/2019 | Printed | W221 | WAL-MART STORES, INC. #01-1555 | Uniform Pants/Fanny Posada | 169.60 |
| 53706 | 02/15/2019 | Printed | W135 | WAXIE SANITARY SUPPLY | Janitorial Supplies | 261.71 |
| 53707 | 02/15/2019 | Printed | W551 | WESTERN GROWERS INSURANCE SVCS | Safety Training | 264.50 |
| 53708 | 02/15/2019 | Printed | X100 | XEROX CORPORATION | Copier Lease, Usage/Admin | 363.61 |
| 53709 | 02/15/2019 | Printed | Y114 | BRANDON & LASHANA YOUNG | Refund Deposit/1205 Ivy St | 45.63 |
| 53710 | 02/15/2019 | Printed | Z668 | STEVEN ZAJDEL | BB Referee 2/5, 2/7 | 95.00 |
| 53711 | 02/15/2019 | Printed | Z264 | RAQUEL A ZEPEDA | BB Scorekeeper 2/4, 2/7 | 120.00 |
| 53712 | 02/15/2019 | Printed | Z249 | DOMINICK EDWARD ZUNIGA | BB Referee 2/2, 2/5 | 228.00 |
| 53713 | 02/15/2019 | Printed | Z332 | NATHAN ZUNIGA | BB Referee 2/2, 2/5 | 114.00 |

Total Checks: 88

Checks Total (excluding void checks): 81,606.38

Handwritten signature/initials

INVOICE APPROVAL LIST BY FUND REPORT

Date: 02/15/2019

Time: 12.02 pm

Page: 1

City of Brawley

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---------------------------------------|--------------------------|-----------|--------------------------------|---------|------------|------------|-----------------|
| Fund: 101 General Fund | | | | | | | |
| Dept: 110.000 General Revenues | | | | | | | |
| 101-110.000-410.910 | Utility users | | | | | | |
| | GAUNA/GERALD// | | Refund Ovrpmt 626 S 2nd Street | 53657 | 02/06/2019 | 02/15/2019 | 2.35 |
| | PALOMINO/HELEN & | | Rfnd Dep, Ovrpmt 140 W J St | 53691 | 02/04/2019 | 02/15/2019 | 2.99 |
| | | | | | | | <u>5.34</u> |
| 101-110.000-450.300 | Parking fines | | | | | | |
| | DOMINGUEZ/HUGO// | 96621 | Reimb. Parking Citation P05805 | 53651 | 12/10/2018 | 02/15/2019 | 31.00 |
| | | | | | | | <u>31.00</u> |
| Total Dept. General Revenues: | | | | | | | <u>36.34</u> |
| Dept: 111.000 City Council | | | | | | | |
| 101-111.000-750.401 | Travel - S.C. | | | | | | |
| | IMPERIAL VALLEY ROPCF/// | | Dancing With The Stars/ | 53670 | 02/05/2019 | 02/15/2019 | 170.00 |
| | | | | | | | <u>170.00</u> |
| Total Dept. City Council: | | | | | | | <u>170.00</u> |
| Dept: 112.000 City Clerk | | | | | | | |
| 101-112.000-750.210 | Postage | | | | | | |
| | UNITED PARCEL SERVICE, | | Mailings-City Clerk | 53702 | 02/02/2019 | 02/15/2019 | 41.25 |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 6.11 |
| | | | | | | | <u>47.36</u> |
| 101-112.000-750.300 | Advertising & | | | | | | |
| | IMPERIAL VALLEY PRESS/// | 11247027 | Notice of Public Hearing/State | 53669 | 01/02/2019 | 02/15/2019 | 494.50 |
| | IMPERIAL VALLEY PRESS/// | 11250389 | Boards, Commissions & | 53669 | 01/14/2019 | 02/15/2019 | 383.76 |
| | | | | | | | <u>878.26</u> |
| Total Dept. City Clerk: | | | | | | | <u>925.62</u> |
| Dept: 151.000 Finance | | | | | | | |
| 101-151.000-720.100 | Office | | | | | | |
| | WAL-MART STORES, INC. | 04370 | Rubberbands, Binder Clips | 53705 | 02/08/2019 | 02/15/2019 | 12.21 |
| | | | | | | | <u>12.21</u> |
| 101-151.000-740.100 | Repair & | | | | | | |
| | CIT/// | 32987746 | City Hall Phone System | 53647 | 01/21/2019 | 02/15/2019 | 75.27 |
| | | | | | | | <u>75.27</u> |
| 101-151.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 202.47 |
| | | | | | | | <u>202.47</u> |
| Total Dept. Finance: | | | | | | | <u>289.95</u> |
| Dept: 152.000 Utility Billing | | | | | | | |
| 101-152.000-720.100 | Office | | | | | | |
| | WAL-MART STORES, INC. | 04370 | Rubberbands, Binder Clips | 53705 | 02/08/2019 | 02/15/2019 | 12.20 |
| | | | | | | | <u>12.20</u> |
| 101-152.000-740.100 | Repair & | | | | | | |
| | CIT/// | 32987746 | City Hall Phone System | 53647 | 01/21/2019 | 02/15/2019 | 75.27 |
| | | | | | | | <u>75.27</u> |
| 101-152.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 1,841.53 |
| | | | | | | | <u>1,841.53</u> |
| Total Dept. Utility Billing: | | | | | | | <u>1,929.00</u> |
| Dept: 153.000 Personnel | | | | | | | |

INVOICE APPROVAL LIST BY FUND REPORT

Date: 02/15/2019

Time: 12:02 pm

Page: 2

City of Brawley

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|----------------------------------|-------------------------|------------|-------------------------------|---------|------------|-------------------------------|------------------|
| 101-153.000-750.200 | | | | | | | |
| | BIOMETRICS4ALL, INC./// | | Relay Fees 12/1/18-12/31/18 | 53638 | 01/01/2019 | 02/15/2019 | 9.75 |
| | BIOMETRICS4ALL, INC./// | | Relay Fees 1/1/19-1/31/19 | 53638 | 02/01/2019 | 02/15/2019 | 12.00 |
| | | | | | | | <u>21.75</u> |
| | | | | | | Total Dept. Personnel: | 21.75 |
| Dept: 161.000 City Attorney | | | | | | | |
| 101-161.000-730.100 Professional | | | | | | | |
| | OSWALT & ASSOCIATES/// | 10798 | Attorney Services - Jan. 2019 | 53689 | 01/31/2019 | 02/15/2019 | 2,625.00 |
| | OSWALT & ASSOCIATES/// | 10800 | Attorney Services - Jan. 2019 | 53689 | 01/31/2019 | 02/15/2019 | 4,473.97 |
| | OSWALT & ASSOCIATES/// | 10832 | Attorney Services - Jan. 2019 | 53689 | 01/31/2019 | 02/15/2019 | 120.00 |
| | OSWALT & ASSOCIATES/// | 10834 | Attorney Services - Jan. 2019 | 53689 | 01/31/2019 | 02/15/2019 | 60.00 |
| | OSWALT & ASSOCIATES/// | 10843 | Attorney Services - Jan. 2019 | 53689 | 01/31/2019 | 02/15/2019 | 735.00 |
| | OSWALT & ASSOCIATES/// | 10754 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 1,080.00 |
| | OSWALT & ASSOCIATES/// | 10755 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 2,686.05 |
| | OSWALT & ASSOCIATES/// | 10757 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 60.00 |
| | OSWALT & ASSOCIATES/// | 10758 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 426.31 |
| | OSWALT & ASSOCIATES/// | 10759 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 30.00 |
| | OSWALT & ASSOCIATES/// | 10784 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 945.00 |
| | OSWALT & ASSOCIATES/// | 10787 | Attorney Services - Dec. 2018 | 53689 | 01/03/2019 | 02/15/2019 | 30.00 |
| | | | | | | | <u>13,271.33</u> |
| | | | | | | Total Dept. City Attorney: | 13,271.33 |
| Dept: 191.000 Non-departmental | | | | | | | |
| 101-191.000-720.100 Office | | | | | | | |
| | IMPERIAL PRINTERS/// | 19-298 | Letterhead/Admin. | 53667 | 01/23/2019 | 02/15/2019 | 487.92 |
| | | | | | | | <u>487.92</u> |
| 101-191.000-740.400 Rent | | | | | | | |
| | XEROX CORPORATION/// | | Copier Lease, Usage/Admin | 53708 | 02/01/2019 | 02/15/2019 | 363.61 |
| | | | | | | | <u>363.61</u> |
| | | | | | | Total Dept. Non-departmental: | 851.53 |
| Dept: 211.000 Police Protection | | | | | | | |
| 101-211.000-720.100 Office | | | | | | | |
| | 4IMPRINT/// | | Label Stickers | 53626 | 01/14/2019 | 02/15/2019 | 256.76 |
| | IMPERIAL PRINTERS/// | 19-157 | Business Cards/Police Dept. | 53667 | 01/18/2019 | 02/15/2019 | 94.82 |
| | IMPERIAL PRINTERS/// | 19-309 | Ink Pad | 53667 | 01/23/2019 | 02/15/2019 | 20.47 |
| | PIONEER PRINTING/// | 6622 | Counter Receipt Books | 53692 | 01/17/2019 | 02/15/2019 | 622.15 |
| | STAPLES BUSINESS | | Batteries, Scanner, Tissue | 53698 | 01/10/2019 | 02/15/2019 | 92.56 |
| | | | | | | | <u>1,086.76</u> |
| 101-211.000-720.200 Books and | | | | | | | |
| | THOMSON REUTERS - | | 2019 Penal Code | 53700 | 01/17/2019 | 02/15/2019 | 517.20 |
| | | | | | | | <u>517.20</u> |
| 101-211.000-720.900 | | | | | | | |
| | SAN DIEGO POLICE | 636175 | Ammunition | 53697 | 01/29/2019 | 02/15/2019 | 2,268.37 |
| | | | | | | | <u>2,268.37</u> |
| 101-211.000-721.200 Other | | | | | | | |
| | BUSY BEE FLORAL/// | 19677 | Flowers/John Myers | 53640 | 01/03/2019 | 02/15/2019 | 92.67 |
| | IMAGE SALES, INC./// | 0064023-IN | ID Card | 53662 | 01/29/2019 | 02/15/2019 | 21.39 |
| | IMAGE SALES, INC./// | 0063976-IN | ID Card | 53662 | 01/24/2019 | 02/15/2019 | 20.69 |

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|---------------------|--|-----------|--------------------------------|---------|------------|------------|--|
| | IMPERIAL HARDWARE CO., | 522747/2 | Studs, Drywall | 53666 | 07/19/2018 | 02/15/2019 | 28.88 |
| | IMPERIAL HARDWARE CO., | 522749/2 | Return Studs, Drywall | 53666 | 07/19/2018 | 02/15/2019 | -28.88 |
| | IMPERIAL HARDWARE CO., | 542336/2 | Washers, Bolts | 53666 | 02/05/2019 | 02/15/2019 | 9.48 |
| | IMPERIAL HARDWARE CO., | 542335/2 | Plywood | 53666 | 02/05/2019 | 02/15/2019 | 39.48 |
| | IMPERIAL HARDWARE CO., | 542334/2 | Bolts, Washers, Screws | 53666 | 02/05/2019 | 02/15/2019 | 14.19 |
| | IMPERIAL HARDWARE CO., | 542546/2 | Key Ring, Key Tag, Key ID Kit | 53666 | 02/07/2019 | 02/15/2019 | 9.28 |
| | IMPERIAL HARDWARE CO., | 542504/2 | Light Panel | 53666 | 02/07/2019 | 02/15/2019 | 53.49 |
| | PROFORCE MARKETING, | 367302 | Batteries | 53693 | 01/28/2019 | 02/15/2019 | 123.59 |
| | STAPLES BUSINESS | | Batteries, Scanner, Tissue | 53698 | 01/10/2019 | 02/15/2019 | 72.78 |
| | | | | | | | <u>457.00</u> |
| 101-211.000-721.900 | Small tools & STAPLES BUSINESS | | Batteries, Scanner, Tissue | 53698 | 01/10/2019 | 02/15/2019 | 513.84 |
| | | | | | | | <u>513.84</u> |
| 101-211.000-730.100 | Professional IMN INVESTIGATIONS/// | IMN | Background Investigations | 53663 | 02/01/2019 | 02/15/2019 | 650.00 |
| | | | | | | | <u>650.00</u> |
| 101-211.000-740.100 | Repair & AIRWAVE COMMUNICATIONS | 610250 | Radio Maint Contract-Feb. 2019 | 53627 | 01/31/2019 | 02/15/2019 | 523.00 |
| | | | | | | | <u>523.00</u> |
| 101-211.000-740.200 | Cleaning ALSCO AMERICAN LINEN | | Cleaning Services | 53629 | 01/30/2019 | 02/15/2019 | 132.20 |
| | | | | | | | <u>132.20</u> |
| 101-211.000-750.200 | SAN DIEGO COUNTY/// | | Police Radio System Fees/Jan. | 53696 | 02/01/2019 | 02/15/2019 | 2,023.50 |
| | | | | | | | <u>2,023.50</u> |
| | | | | | | | <u>Total Dept. Police Protection: 8,171.87</u> |
| Dept: 211.300 | Graffiti Abatement | | | | | | |
| 101-211.300-725.400 | Fuel MCNEECE BROS OIL | 242246 | Fuel/Police Dept. | 53676 | 02/06/2019 | 02/15/2019 | 48.46 |
| | | | | | | | <u>48.46</u> |
| | | | | | | | <u>Total Dept. Graffiti Abatement: 48.46</u> |
| Dept: 221.000 | Fire Department | | | | | | |
| 101-221.000-720.400 | Automotive AUTO ZONE, INC. #2804/// | | Fuel Treatment | 53633 | 10/14/2018 | 02/15/2019 | 12.26 |
| | | | | | | | <u>12.26</u> |
| 101-221.000-721.100 | Uniforms FIRE ETC., INC./// | 125194 | Hood, Gloves, Boots | 53656 | 01/18/2019 | 02/15/2019 | 771.49 |
| | | | | | | | <u>771.49</u> |
| 101-221.000-721.200 | Other FIRE ETC., INC./// | 125195 | Gear Cleaner, Hose | 53656 | 01/18/2019 | 02/15/2019 | 33.94 |
| | WAL-MART STORES, INC. | 00302 | 1HR CD | 53705 | 01/29/2019 | 02/15/2019 | 3.20 |
| | | | | | | | <u>37.14</u> |
| 101-221.000-721.900 | Small tools & FIRE ETC., INC./// | 125195 | Gear Cleaner, Hose | 53656 | 01/18/2019 | 02/15/2019 | 334.03 |
| | | | | | | | <u>334.03</u> |
| 101-221.000-740.100 | Repair & OK RUBBER TIRES/// | 66216 | Tire Repair #3913 FD | 53687 | 12/24/2018 | 02/15/2019 | 34.04 |
| | | | | | | | <u>34.04</u> |
| 101-221.000-750.210 | Postage UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 17.25 |

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| | | | | | | | 17.25 |
| | | | | | | | Total Dept. Fire Department: 1,206.21 |
| Dept: 221.100 | Fire Station #2 | | | | | | |
| 101-221.100-720.400 | Automotive | | | | | | |
| | IMPERIAL HARDWARE CO., | 541827/2 | Nipple, Coupling #3991 FD | 53666 | 01/30/2019 | 02/15/2019 | 2.21 |
| | | | | | | | 2.21 |
| 101-221.100-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 541493/2 | Bolts, Nuts | 53666 | 01/27/2019 | 02/15/2019 | 3.37 |
| | IMPERIAL HARDWARE CO., | 541575/2 | Return Connector | 53666 | 01/28/2019 | 02/15/2019 | -8.23 |
| | IMPERIAL HARDWARE CO., | 541491/2 | Nuts, Bolts | 53666 | 01/27/2019 | 02/15/2019 | 1.03 |
| | IMPERIAL HARDWARE CO., | 535795/2 | Return Bulbs | 53666 | 11/27/2018 | 02/15/2019 | -15.49 |
| | IMPERIAL HARDWARE CO., | 535763/2 | Return Bulbs | 53666 | 11/27/2018 | 02/15/2019 | -13.55 |
| | IMPERIAL HARDWARE CO., | 541128/2 | Rust Remover, Outlet Plate | 53666 | 01/23/2019 | 02/15/2019 | 6.67 |
| | | | | | | | -26.20 |
| 101-221.100-740.100 | Repair & | | | | | | |
| | CANON FINANCIAL | 19643994 | Copier Lease, Usage PO | 53641 | 01/13/2019 | 02/15/2019 | 9.97 |
| | | | | | | | 9.97 |
| 101-221.100-740.400 | Rent | | | | | | |
| | CANON FINANCIAL | 19643994 | Copier Lease, Usage PO | 53641 | 01/13/2019 | 02/15/2019 | 72.64 |
| | | | | | | | 72.64 |
| | | | | | | | Total Dept. Fire Station #2: 58.62 |
| Dept: 231.000 | Building Inspection | | | | | | |
| 101-231.000-740.100 | Repair & | | | | | | |
| | SAN DIEGO COUNTY/// | | P.W. Radio System Fees/Jan. | 53696 | 02/01/2019 | 02/15/2019 | 57.00 |
| | | | | | | | 57.00 |
| 101-231.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 32.70 |
| | | | | | | | 32.70 |
| | | | | | | | Total Dept. Building Inspection: 89.70 |
| Dept: 241.000 | Animal Control | | | | | | |
| 101-241.000-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 541904/2 | Bleach, Trash Bags, Gloves | 53666 | 01/31/2019 | 02/15/2019 | 62.02 |
| | | | | | | | 62.02 |
| 101-241.000-730.200 | Technical | | | | | | |
| | IMPERIAL VALLEY HUMANE | | Animal Control - February 2019 | 53668 | 02/01/2019 | 02/15/2019 | 5,000.00 |
| | | | | | | | 5,000.00 |
| | | | | | | | Total Dept. Animal Control: 5,062.02 |
| Dept: 311.000 | Engineering | | | | | | |
| 101-311.000-721.100 | Uniforms | | | | | | |
| | UNIFIRST CORPORATION/// | 360 1654331 | Uniforms/Alan Chan | 53701 | 01/02/2019 | 02/15/2019 | 262.74 |
| | | | | | | | 262.74 |
| 101-311.000-740.100 | Repair & | | | | | | |
| | CANON SOLUTIONS | | Copier Maint. 1/1-1/31 P.W. | 53642 | 01/31/2019 | 02/15/2019 | 158.62 |
| | | | | | | | 158.62 |
| 101-311.000-740.400 | Rent | | | | | | |
| | CANON FINANCIAL | 19685902 | P.W. Plotter Rental - Feb 2019 | 53641 | 01/30/2019 | 02/15/2019 | 301.70 |
| | | | | | | | 301.70 |
| 101-311.000-750.200 | | | | | | | |
| | SAN DIEGO COUNTY/// | | P.W. Radio System Fees/Jan. | 53696 | 02/01/2019 | 02/15/2019 | 28.50 |

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|------------------------------------|-------------------------|-----------|--------------------------------|---------|------------|------------|--------|
| | | | | | | | 28.50 |
| 101-311.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 0.47 |
| | | | | | | | 0.47 |
| 101-311.000-750.650 | Taxes, Fees, | | | | | | |
| | CANON FINANCIAL | 19685902 | P.W. Plotter Rental - Feb 2019 | 53641 | 01/30/2019 | 02/15/2019 | 16.80 |
| | | | | | | | 16.80 |
| Total Dept. Engineering: | | | | | | | 768.83 |
| Dept: 411.000 | Community | | | | | | |
| 101-411.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 11.00 |
| | | | | | | | 11.00 |
| 101-411.000-750.600 | | | | | | | |
| | CREDIT BUREAU OF IMP. | 5366 | Bulletin Fees | 53649 | 02/01/2019 | 02/15/2019 | 25.00 |
| | | | | | | | 25.00 |
| Total Dept. Community Development: | | | | | | | 36.00 |
| Dept: 511.000 | Parks | | | | | | |
| 101-511.000-720.500 | Electrical | | | | | | |
| | IMPERIAL HARDWARE CO., | 541911/2 | Outlets | 53666 | 01/31/2019 | 02/15/2019 | 84.02 |
| | | | | | | | 84.02 |
| 101-511.000-720.600 | Plumbing | | | | | | |
| | NUCO2/// | 58370370 | Detector, Sensor Kit | 53683 | 02/01/2019 | 02/15/2019 | 23.65 |
| | O'MALLEY PLUMBING/JIM// | | Bushing, Nipple, Ell | 53685 | 01/29/2019 | 02/15/2019 | 79.92 |
| | O'MALLEY PLUMBING/JIM// | | Couplings | 53685 | 02/04/2019 | 02/15/2019 | 33.32 |
| | O'MALLEY PLUMBING/JIM// | | Couplings, Glue | 53685 | 02/04/2019 | 02/15/2019 | 48.32 |
| | | | | | | | 185.21 |
| 101-511.000-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 541556/2 | Hinge, Door Pull, Plywood | 53666 | 01/28/2019 | 02/15/2019 | 110.40 |
| | IMPERIAL HARDWARE CO., | 541907/2 | Padlocks | 53666 | 01/31/2019 | 02/15/2019 | 24.80 |
| | | | | | | | 135.20 |
| Total Dept. Parks: | | | | | | | 404.43 |
| Dept: 521.000 | Recreation & Lions | | | | | | |
| 101-521.000-720.100 | Office | | | | | | |
| | STAPLES BUSINESS | | Binder, Color Paper, Calendar | 53698 | 01/07/2019 | 02/15/2019 | 65.85 |
| | STAPLES BUSINESS | | Binder, Pencils, First Aid Kit | 53698 | 01/10/2019 | 02/15/2019 | 137.25 |
| | STAPLES BUSINESS | | Tape Correction | 53698 | 01/10/2019 | 02/15/2019 | 18.09 |
| | STAPLES BUSINESS | | Label Tape, Binders | 53698 | 01/14/2019 | 02/15/2019 | 58.63 |
| | STAPLES BUSINESS | | Calendar, Folders | 53698 | 01/15/2019 | 02/15/2019 | 82.95 |
| | | | | | | | 360.77 |
| 101-521.000-720.300 | Chemicals | | | | | | |
| | NUCO2/// | 58519220 | CO2 Bulk | 53683 | 01/30/2019 | 02/15/2019 | 213.46 |
| | NUCO2/// | 58516989 | CO2 Bulk | 53683 | 01/30/2019 | 02/15/2019 | 199.34 |
| | NUCO2/// | 58511299 | CO2 Bulk | 53683 | 01/28/2019 | 02/15/2019 | 235.18 |
| | | | | | | | 647.98 |
| 101-521.000-720.600 | Plumbing | | | | | | |
| | O'MALLEY PLUMBING/JIM// | | Couplings, Hose Bibb | 53685 | 01/30/2019 | 02/15/2019 | 27.75 |
| | O'MALLEY PLUMBING/JIM// | | Coupling | 53685 | 01/30/2019 | 02/15/2019 | 7.55 |
| | | | | | | | 35.30 |
| 101-521.000-720.800 | Janitorial | | | | | | |
| | WAL-MART STORES, INC | 05582 | Uniform Pants/Fanny Posada | 53705 | 02/06/2019 | 02/15/2019 | 13.08 |

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| | WAXIE SANITARY SUPPLY/// | 78025389 | Janitorial Supplies | 53706 | 01/29/2019 | 02/15/2019 | 261.71 |
| | | | | | | | <u>274.79</u> |
| 101-521.000-721.100 | Uniforms | | | | | | |
| | UNIFIRST CORPORATION/// | 360 1654341 | Uniforms/Fanny Posada | 53701 | 01/02/2019 | 02/15/2019 | 157.51 |
| | UNIFIRST CORPORATION/// | 360 1654353 | Uniforms/David Siqueiroz | 53701 | 01/02/2019 | 02/15/2019 | 285.74 |
| | UNIFIRST CORPORATION/// | 360 1654338 | Uniforms/David Villalobos | 53701 | 01/02/2019 | 02/15/2019 | 258.56 |
| | UNIFIRST CORPORATION/// | 360 1654355 | Uniforms/Cesar Duarte | 53701 | 01/02/2019 | 02/15/2019 | 220.15 |
| | WAL-MART STORES, INC. | 05582 | Uniform Pants/Fanny Posada | 53705 | 02/06/2019 | 02/15/2019 | 128.91 |
| | | | | | | | <u>1,050.87</u> |
| 101-521.000-721.200 | Other | | | | | | |
| | BIG STATE INDUSTRIAL | 1323639 | Gloves | 53637 | 01/30/2019 | 02/15/2019 | 935.25 |
| | IMPERIAL HARDWARE CO., | 541867/2 | Fan, Flux Liquid | 53666 | 01/30/2019 | 02/15/2019 | 5.80 |
| | STAPLES BUSINESS | | Binder, Pencils, First Aid Kit | 53698 | 01/10/2019 | 02/15/2019 | 30.81 |
| | | | | | | | <u>971.86</u> |
| 101-521.000-721.900 | Small tools & | | | | | | |
| | IMPERIAL HARDWARE CO., | 541867/2 | Fan, Flux Liquid | 53666 | 01/30/2019 | 02/15/2019 | 18.31 |
| | | | | | | | <u>18.31</u> |
| 101-521.000-740.100 | Repair & | | | | | | |
| | CANON FINANCIAL | 19643995 | Copier Usage | 53641 | 01/13/2019 | 02/15/2019 | 1,235.77 |
| | KNORR SYSTEMS, INC./// | | Replace Stenner Pump | 53673 | 01/24/2019 | 02/15/2019 | 584.83 |
| | | | | | | | <u>1,820.60</u> |
| 101-521.000-740.200 | Cleaning | | | | | | |
| | ALSCO AMERICAN LINEN | | Cleaning Services | 53629 | 02/04/2019 | 02/15/2019 | 27.00 |
| | | | | | | | <u>27.00</u> |
| 101-521.000-740.400 | Rent | | | | | | |
| | CANON FINANCIAL | 19643995 | Copier Lease PO #1900 | 53641 | 01/13/2019 | 02/15/2019 | 178.20 |
| | CANON FINANCIAL | 19643997 | Fax Board Lease PO #1782 | 53641 | 01/13/2019 | 02/15/2019 | 14.90 |
| | | | | | | | <u>193.10</u> |
| 101-521.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 10.99 |
| | | | | | | | <u>10.99</u> |
| Total Dept. Recreation & Lions Center: | | | | | | | <u>5,411.57</u> |
| Dept: 521.100 | Recreation Leagues | | | | | | |
| 101-521.100-730.200 | Technical | | | | | | |
| | ALEXANDER/BRYCE | | BB Referee 2/4, 2/5, 2/7 | 53628 | 02/08/2019 | 02/15/2019 | 190.00 |
| | BLAKE/LAURA P.// | | Zumba Instructor A.M. Jan 2019 | 53639 | 02/06/2019 | 02/15/2019 | 318.75 |
| | CARRILLO/CRISTOPHER | | BB Scorekeeper 1/29, 1/30 | 53643 | 02/01/2019 | 02/15/2019 | 60.00 |
| | CARRILLO/CRISTOPHER | | BB Scorekeeper 2/2, 2/5 | 53643 | 02/08/2019 | 02/15/2019 | 60.00 |
| | DURAN/HANNAH// | | BB Scorekeeper 2/2, 2/5 | 53652 | 02/08/2019 | 02/15/2019 | 150.00 |
| | ESQUEDA/DAVID JODEC// | | BB Referee 2/2, 2/5 | 53654 | 02/08/2019 | 02/15/2019 | 114.00 |
| | FERNANDEZ/TANYA// | | BB Scorekeeper 2/6/19 | 53655 | 02/08/2019 | 02/15/2019 | 60.00 |
| | GRANBERRY/DAY JANE A// | | BB Scorekeeper 2/4, 2/7 | 53658 | 02/08/2019 | 02/15/2019 | 120.00 |
| | GUTIERREZ/BRANDEN// | | BB Referee 2/6, 2/7 | 53659 | 02/08/2019 | 02/15/2019 | 95.00 |
| | MACIAS/JAQUELINE// | 7013168 | Zumba Instructor P.M. Jan 2019 | 53674 | 02/06/2019 | 02/15/2019 | 85.00 |
| | NAVARRO/RAUL DIEGO// | | BB Referee 2/4/19 | 53681 | 02/08/2019 | 02/15/2019 | 76.00 |
| | PADILLA/GISELLE// | | BB Scorekeeper 2/2, 2/5 | 53690 | 02/08/2019 | 02/15/2019 | 150.00 |
| | RETANA/ALEXIS// | | BB Scorekeeper 2/5, 2/6 | 53694 | 02/08/2019 | 02/15/2019 | 90.00 |
| | RODRIGUEZ/NICKOLE// | | BB Scorekeeper 2/6/19 | 53695 | 02/08/2019 | 02/15/2019 | 60.00 |
| | TAPIA/DAVID// | | BB Referee 2/2, 2/5 | 53699 | 02/08/2019 | 02/15/2019 | 76.00 |
| | ZAJDEL/STEVEN// | | BB Referee 2/5, 2/7 | 53710 | 02/08/2019 | 02/15/2019 | 95.00 |
| | ZEPEDA/RAQUEL A// | | BB Scorekeeper 2/4, 2/7 | 53711 | 02/08/2019 | 02/15/2019 | 120.00 |
| | ZUNIGA/DOMINICK EDWARD// | | BB Referee 2/2, 2/5 | 53712 | 02/08/2019 | 02/15/2019 | 228.00 |
| | ZUNIGA/NATHAN// | | BB Referee 2/2, 2/5 | 53713 | 02/08/2019 | 02/15/2019 | 114.00 |
| | | | | | | | <u>2,261.75</u> |

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| Total Dept. Recreation Leagues: | | | | | | | 2,261.75 |
| Dept: 522.000 Senior Citizens | | | | | | | |
| 101-522.000-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 541602/2 | Graffiti Remover | 53666 | 01/28/2019 | 02/15/2019 | 18.99 |
| | | | | | | | 18.99 |
| Total Dept. Senior Citizens Center: | | | | | | | 18.99 |
| Dept: 551.000 Library | | | | | | | |
| 101-551.000-750.210 | Postage | | | | | | |
| | UNITED STATES POSTAL | | City Hall Postage Refill | 53703 | 02/12/2019 | 02/15/2019 | 0.47 |
| | | | | | | | 0.47 |
| Total Dept. Library: | | | | | | | 0.47 |
| Total Fund General Fund: | | | | | | | 41,034.44 |
| Fund: 211 Gas Tax | | | | | | | |
| Dept: 312.000 Street Maintenance | | | | | | | |
| 211-312.000-720.700 | Construction | | | | | | |
| | IMPERIAL HARDWARE CO., | 541925/2 | Asphalt, Tarps/Streets | 53666 | 01/31/2019 | 02/15/2019 | 546.10 |
| | | | | | | | 546.10 |
| 211-312.000-730.200 | Technical | | | | | | |
| | CHAVEZ LANDSCAPING | 001CB | Palm Tree Removal/Main Street | 53646 | 12/17/2018 | 02/15/2019 | 800.00 |
| | | | | | | | 800.00 |
| Total Dept. Street Maintenance & | | | | | | | 1,346.10 |
| Total Fund Gas Tax: | | | | | | | 1,346.10 |
| Fund: 213 SB 821 - Ped. & Bic. | | | | | | | |
| Dept: 313.000 Bicycle & | | | | | | | |
| 213-313.000-730.200 | Technical | | | | | | |
| | ARC INDUSTRIES// | 6997 | Transit Station Services/Jan | 53631 | 02/01/2019 | 02/15/2019 | 357.05 |
| | | | | | | | 357.05 |
| Total Dept. Bicycle & Pedestrian Fac.: | | | | | | | 357.05 |
| Total Fund SB 821 - Ped. & | | | | | | | 357.05 |
| Fund: 501 Water | | | | | | | |
| Dept: 000.000 | | | | | | | |
| 501-000.000-205.200 | Water | | | | | | |
| | ANGULO/JESUS A REYNOSA// | | Refund Deposit 632 Main Street | 53630 | 02/06/2019 | 02/15/2019 | 205.90 |
| | AVALOS/CARLOS & | | Refund Deposit 631 N 13th St | 53634 | 02/04/2019 | 02/15/2019 | 66.39 |
| | BARBEAUX/DENISE// | | Refund Deposit 825 Evelyn Ave | 53636 | 02/05/2019 | 02/15/2019 | 48.72 |
| | CATLETT/THOMAS ALLEN// | | Rfnd Dep & Ovrpmt 1143 Cedar | 53644 | 02/07/2019 | 02/15/2019 | 211.92 |
| | HORTA/ALEXIS// | | Refund Deposit 710 S 3rd St | 53661 | 02/07/2019 | 02/15/2019 | 59.69 |
| | MIER/MONICA// | | Rfnd Deposit 1654 River Drive | 53677 | 02/07/2019 | 02/15/2019 | 457.76 |
| | MORENO/SANDRA// | | Refund Deposit 1109 B Street | 53678 | 02/08/2019 | 02/15/2019 | 13.02 |
| | NAVA/ESMERALDA// | | Rfnd Deposit 680 S 5th Street | 53680 | 02/05/2019 | 02/15/2019 | 121.03 |
| | PALOMINO/HELEN & | | Rfnd Dep, Ovrpmt 140 W J St | 53691 | 02/04/2019 | 02/15/2019 | 191.74 |
| | YOUNG/BRANDON & | | Refund Deposit/1205 Ivy St | 53709 | 02/07/2019 | 02/15/2019 | 45.63 |
| | | | | | | | 1,421.80 |
| Total Dept. 000000: | | | | | | | 1,421.80 |
| Dept: 321.000 Water Treatment | | | | | | | |
| 501-321.000-440.710 | Water sales | | | | | | |
| | CATLETT/THOMAS ALLEN// | | Rfnd Dep & Ovrpmt 1143 Cedar | 53644 | 02/07/2019 | 02/15/2019 | 149.56 |

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City of Brawley

| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|---------------------|-------------------------|-------------|--------------------------------|---------|------------|------------|--|
| | GAUNA/GERALD// | | Refund Ovrpmt 626 S 2nd Street | 53657 | 02/06/2019 | 02/15/2019 | 98.84 |
| | | | | | | | 248.40 |
| 501-321.000-720.300 | Chemicals | | | | | | |
| | KEMIRA WATER SOLUTIONS, | | Ferric Sulfate | 53672 | 01/22/2019 | 02/15/2019 | 5,913.27 |
| | UNIVAR USA, INC./// | | Sodium Hypochlorite | 53704 | 01/23/2019 | 02/15/2019 | 4,406.67 |
| | | | | | | | 10,319.94 |
| 501-321.000-720.500 | Electrical | | | | | | |
| | O'MALLEY PLUMBING/JIM// | | Controller | 53685 | 01/31/2019 | 02/15/2019 | 103.60 |
| | | | | | | | 103.60 |
| 501-321.000-720.600 | Plumbing | | | | | | |
| | BAKERSFIELD PIPE & | | Male Connector Helmet | 53635 | 01/29/2019 | 02/15/2019 | 42.80 |
| | IMPERIAL HARDWARE CO., | 541676/2 | PVC Primer, Coupling | 53666 | 01/29/2019 | 02/15/2019 | 13.78 |
| | O'MALLEY PLUMBING/JIM// | | Couplings | 53685 | 01/29/2019 | 02/15/2019 | 12.95 |
| | O'MALLEY PLUMBING/JIM// | | Ell, Coupling, Glue | 53685 | 01/01/2019 | 02/15/2019 | 49.48 |
| | O'MALLEY PLUMBING/JIM// | | Couplings | 53685 | 01/29/2019 | 02/15/2019 | 10.03 |
| | O'MALLEY PLUMBING/JIM// | | Couplings | 53685 | 02/01/2019 | 02/15/2019 | 5.94 |
| | | | | | | | 134.98 |
| 501-321.000-721.100 | Uniforms | | | | | | |
| | UNIFIRST CORPORATION/// | 360 1654352 | Uniforms/Ralph Walker | 53701 | 01/02/2019 | 02/15/2019 | 219.29 |
| | UNIFIRST CORPORATION/// | 360 1654349 | Uniforms/Mariano Valenzuela | 53701 | 01/02/2019 | 02/15/2019 | 270.90 |
| | UNIFIRST CORPORATION/// | 360 1654350 | Uniforms/Roberto Orozco | 53701 | 01/02/2019 | 02/15/2019 | 209.06 |
| | UNIFIRST CORPORATION/// | 360 1654362 | Uniforms/Raul Bernal | 53701 | 01/02/2019 | 02/15/2019 | 200.54 |
| | | | | | | | 899.79 |
| 501-321.000-721.200 | Other | | | | | | |
| | IMPERIAL HARDWARE CO., | 541891/2 | Degreaser, Gloves, Marker | 53666 | 01/30/2019 | 02/15/2019 | 60.84 |
| | IMPERIAL HARDWARE CO., | 541744/2 | Hoe, Towels, Bleach, Pail | 53666 | 01/29/2019 | 02/15/2019 | 69.91 |
| | IMPERIAL HARDWARE CO., | 541817/2 | Nozzle, Rubber Boots | 53666 | 01/30/2019 | 02/15/2019 | 27.61 |
| | MALLORY SAFETY & SUPPLY | 4589711 | Safety Glasses, Rainsuit | 53675 | 01/30/2019 | 02/15/2019 | 10.89 |
| | | | | | | | 169.25 |
| 501-321.000-721.900 | Small tools & | | | | | | |
| | IMPERIAL HARDWARE CO., | 541744/2 | Hoe, Towels, Bleach, Pail | 53666 | 01/29/2019 | 02/15/2019 | 12.60 |
| | | | | | | | 12.60 |
| 501-321.000-740.100 | Repair & | | | | | | |
| | DDP ELECTRIC, INC./// | 189 | Install Valve | 53650 | 02/04/2019 | 02/15/2019 | 725.00 |
| | | | | | | | 725.00 |
| 501-321.000-740.200 | Cleaning | | | | | | |
| | ALSCO AMERICAN LINEN | | Cleaning Services | 53629 | 01/30/2019 | 02/15/2019 | 59.88 |
| | | | | | | | 59.88 |
| 501-321.000-750.200 | | | | | | | |
| | SAN DIEGO COUNTY/// | | P.W. Radio System Fees/Jan | 53696 | 02/01/2019 | 02/15/2019 | 28.50 |
| | | | | | | | 28.50 |
| | | | | | | | Total Dept. Water Treatment: 12,701.94 |
| Dept: 322.000 | Water Distribution | | | | | | |
| 501-322.000-720.300 | Chemicals | | | | | | |
| | IMPERIAL HARDWARE CO., | 541684/2 | Ant Killer, Lubricant | 53666 | 01/29/2019 | 02/15/2019 | 8.72 |
| | | | | | | | 8.72 |
| 501-322.000-720.600 | Plumbing | | | | | | |
| | CORE & MAIN LP/// | K009450 | Couplings, Adapters | 53648 | 01/24/2019 | 02/15/2019 | 554.80 |
| | CORE & MAIN LP/// | K076383 | Meters | 53648 | 01/28/2019 | 02/15/2019 | 7,681.72 |
| | CORE & MAIN LP/// | K076397 | Registers | 53648 | 01/28/2019 | 02/15/2019 | 13,250.67 |
| | | | | | | | 21,487.19 |

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|------------------------------------|---|-------------|--------------------------------|---------|------------|------------|------------------|
| 501-322.000-721.100 | Uniforms UNIFIRST CORPORATION/// | 360 1654333 | Uniforms/Joseph Galvan | 53701 | 01/02/2019 | 02/15/2019 | 272.12 |
| | | | | | | | <u>272.12</u> |
| 501-322.000-721.200 | Other CORE & MAIN LP/// | K074450 | Lid Removers | 53648 | 01/25/2019 | 02/15/2019 | 108.52 |
| | IMPERIAL HARDWARE CO., | 541036/2 | Chisel, Prick Punch | 53666 | 01/22/2019 | 02/15/2019 | 17.43 |
| | IMPERIAL HARDWARE CO., | 541399/2 | Batteries | 53666 | 01/25/2019 | 02/15/2019 | 57.05 |
| | IMPERIAL HARDWARE CO., | 541684/2 | Ant Killer, Lubricant | 53666 | 01/29/2019 | 02/15/2019 | 11.83 |
| | IMPERIAL HARDWARE CO., | 541430/2 | Cut-Off Wheels | 53666 | 01/26/2019 | 02/15/2019 | 17.58 |
| | | | | | | | <u>212.41</u> |
| 501-322.000-721.900 | Small tools & IMPERIAL HARDWARE CO., | 541910/2 | Ladder | 53666 | 01/31/2019 | 02/15/2019 | 35.55 |
| | O'MALLEY PLUMBING/JIM// | | Wrenches | 53685 | 01/29/2019 | 02/15/2019 | 223.53 |
| | | | | | | | <u>259.08</u> |
| 501-322.000-750.200 | SAN DIEGO COUNTY/// | | P.W. Radio System Fees/Jan. | 53696 | 02/01/2019 | 02/15/2019 | 28.50 |
| | | | | | | | <u>28.50</u> |
| Total Dept. Water Distribution: | | | | | | | <u>22,268.02</u> |
| Total Fund Water: | | | | | | | <u>36,391.76</u> |
| Fund: 511 | Wastewater | | | | | | |
| Dept: 331.000 | Wastewater | | | | | | |
| 511-331.000-440.730 | Sewer GAUNA/GERALD// | | Refund Ovrpmt 626 S 2nd Street | 53657 | 02/06/2019 | 02/15/2019 | 26.29 |
| | PALOMINO/HELEN & | | Rfnd Dep, Ovrpmt 140 W J St | 53691 | 02/04/2019 | 02/15/2019 | 21.62 |
| | | | | | | | <u>47.91</u> |
| 511-331.000-750.200 | SAN DIEGO COUNTY/// | | P.W. Radio System Fees/Jan. | 53696 | 02/01/2019 | 02/15/2019 | 28.50 |
| | | | | | | | <u>28.50</u> |
| Total Dept. Wastewater Collection: | | | | | | | <u>76.41</u> |
| Dept: 332.000 | Wastewater | | | | | | |
| 511-332.000-721.200 | Other ATCO INTERNATIONAL// | 10522911 | Gloves | 53632 | 01/18/2019 | 02/15/2019 | 122.37 |
| | NATIONAL INDUSTRIAL// | 9679 | Batteries | 53679 | 01/18/2019 | 02/15/2019 | 147.40 |
| | | | | | | | <u>269.77</u> |
| 511-332.000-740.200 | Cleaning ALSCO AMERICAN LINEN | | Cleaning Services | 53629 | 01/28/2019 | 02/15/2019 | 109.23 |
| | ALSCO AMERICAN LINEN | | Cleaning Services | 53629 | 02/04/2019 | 02/15/2019 | 109.23 |
| | | | | | | | <u>218.46</u> |
| 511-332.000-750.200 | SAN DIEGO COUNTY/// | | P.W. Radio System Fees/Jan. | 53696 | 02/01/2019 | 02/15/2019 | 28.50 |
| | | | | | | | <u>28.50</u> |
| 511-332.000-750.500 | Training WESTERN GROWERS | 5227 | Safety Training | 53707 | 01/22/2019 | 02/15/2019 | 264.50 |
| | | | | | | | <u>264.50</u> |
| Total Dept. Wastewater treatment: | | | | | | | <u>781.23</u> |
| Total Fund Wastewater: | | | | | | | <u>857.64</u> |

Fund: 521 Solid Waste

Dept: 341.000 Solid Waste

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| Fund/Dept/Acct | Vendor Name | Invoice # | Invoice Desc. | Check # | Due Date | Check Date | Amount |
|--------------------------------------|-------------------------------|-----------|--|---------|------------|------------|------------------|
| 521-341.000-440.740 | Solid waste GAUNA/GERALD// | | Refund Ovrpmt 626 S 2nd Street | 53657 | 02/06/2019 | 02/15/2019 | 10.71 |
| | | | | | | | <u>10.71</u> |
| | | | Total Dept. Solid Waste Collection: | | | | 10.71 |
| | | | Total Fund Solid Waste: | | | | 10.71 |
| Fund: 601 Maintenance | | | | | | | |
| Dept: 801.000 Vehicle | | | | | | | |
| 601-801.000-720.400 | Automotive | | | | | | |
| | EL CENTRO MOTORS/// | 5149360 | Brake Pads, Rotors #P155 PD | 53653 | 01/29/2019 | 02/15/2019 | 246.62 |
| | KEARNY PEARSON FORD, | 1464163 | Hood Clips #P154 PD | 53671 | 01/29/2019 | 02/15/2019 | 13.47 |
| | KEARNY PEARSON FORD, | 1464156 | Door Molding #P154 PD | 53671 | 01/28/2019 | 02/15/2019 | 48.88 |
| | KEARNY PEARSON FORD, | 1464339 | Bracket, Nut #P154 PD | 53671 | 01/28/2019 | 02/15/2019 | 73.59 |
| | NORTHEND AUTOPARTS, | 633903 | Seat Cover #47 Parks | 53682 | 01/29/2019 | 02/15/2019 | 273.98 |
| | O'REILLY AUTO PARTS/// | | Control Arm #922 PD | 53686 | 01/31/2019 | 02/15/2019 | 76.14 |
| | O'REILLY AUTO PARTS/// | | Door Handle #G151 PD | 53686 | 01/31/2019 | 02/15/2019 | 26.74 |
| | O'REILLY AUTO PARTS/// | | Handle #G151 PD | 53686 | 01/31/2019 | 02/15/2019 | 10.28 |
| | O'REILLY AUTO PARTS/// | | Filters/Shop | 53686 | 01/29/2019 | 02/15/2019 | 22.30 |
| | O'REILLY AUTO PARTS/// | | Gasket, Filters #G151 PD | 53686 | 01/30/2019 | 02/15/2019 | 74.60 |
| | O'REILLY AUTO PARTS/// | | Filter #210 Engineering | 53686 | 01/30/2019 | 02/15/2019 | 4.02 |
| | O'REILLY AUTO PARTS/// | | Hose #G151 PD | 53686 | 01/30/2019 | 02/15/2019 | 9.97 |
| | | | | | | | <u>880.59</u> |
| 601-801.000-721.200 | Other | | | | | | |
| | CERTIFIED LABORATORIES | 3399352 | Electrical Contact Cleaner/ | 53645 | 01/10/2019 | 02/15/2019 | 151.25 |
| | | | | | | | <u>151.25</u> |
| | | | Total Dept. Vehicle Maintenance Shop: | | | | 1,031.84 |
| | | | Total Fund Maintenance: | | | | 1,031.84 |
| Fund: 602 Risk Management | | | | | | | |
| Dept: 814.000 Employee Health | | | | | | | |
| 602-814.000-750.100 | Insurance | | | | | | |
| | HOLMAN PROFESSIONAL | | Employee Assistance Feb 2019 | 53660 | 02/01/2019 | 02/15/2019 | 576.84 |
| | | | | | | | <u>576.84</u> |
| | | | Total Dept. Employee Health Benefits: | | | | 576.84 |
| | | | Total Fund Risk | | | | 576.84 |
| | | | Grand Total: | | | | 81,606.38 |

Check Register Report

Date: 02/15/2019

Time: 1:51 PM

City of Brawley

| Check Number | Check Date | Status | Vendor Number | Vendor Name | Check Description | Amount |
|--------------|------------|---------|---------------|--------------------------------|------------------------------|----------|
| 53714 | 02/15/2019 | Printed | A366 | AFLAC GROUP INSURANCE | Critical Care Withheld | 298.20 |
| 53715 | 02/15/2019 | Printed | A368 | AFLAC INC. | Cancer, ICU, Disability | 3,074.17 |
| 53716 | 02/15/2019 | Printed | B202 | BRAWLEY FIREFIGHTERS LOCAL #19 | February Union Dues | 480.00 |
| 53717 | 02/15/2019 | Printed | B208 | BRAWLEY POLICE SERGEANT'S | February Union Dues | 300.00 |
| 53718 | 02/15/2019 | Printed | B213 | BRAWLEY PUBLIC SAFETY | February Union Dues | 2,240.00 |
| 53719 | 02/15/2019 | Printed | C889 | CALIFORNIA STATE DISBURSEME | Deductions | 1,754.75 |
| 53720 | 02/15/2019 | Printed | C110 | COLUMBUS BANK & TRUST COMPA | Unreimbursed Medical & | 323.84 |
| 53721 | 02/15/2019 | Printed | F689 | FRANCHISE TAX BOARD | Deductions | 678.03 |
| 53722 | 02/15/2019 | Printed | N944 | NATIONAL PLAN COORDINATORS | Deferred Compensation | 5,674.09 |
| 53723 | 02/15/2019 | Printed | N187 | NATIONWIDE RETIREMENT | Deferred Compensation #05270 | 165.00 |
| 53724 | 02/15/2019 | Printed | S1456 | ESTHER SWITHENBANK | Deductions | 300.00 |
| 53725 | 02/15/2019 | Printed | T542 | TEAMSTERS LOCAL #542 | February Union Dues | 1,278.00 |
| 53726 | 02/15/2019 | Printed | U660 | UNITED STATES TREASURY | Deductions | 177.50 |
| 53727 | 02/15/2019 | Printed | U761 | UNITED STATES TREASURY | Deductions | 200.00 |
| 53728 | 02/15/2019 | Printed | U110 | UNITED WAY OF IMPERIAL COUNTY | United Way Deductions | 24.00 |

Total Checks: 15

Checks Total (excluding void checks):

16,967.58

RL

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: February 19, 2019

City Manager: 

PREPARED BY: Chuck Peraza, Fire Chief

PRESENTED BY: Chuck Peraza, Fire Chief

SUBJECT: Fire Department Budget Adjustment for State of California Reimbursement – Mendocino Complex Fire

CITY MANAGER RECOMMENDATION: Approve Resolution No. 2019-___: Resolution of the City Council of the City of Brawley, CA Amending the Fiscal Year 2018/2019 City of Brawley Budget for the Fire Department in the Amount of \$18,119.28.

DISCUSSION: Approval is requested to amend the budget for the Brawley Fire Department to reflect receipt of State of California funds to reimburse the City for expenses incurred as part of a mutual aid request for the "Mendocino Complex Fire" in Ukiah, CA .

Brawley Fire Department was deployed to Ukiah, CA for a strike team to assist with a wildfire incident. The Fire Chief was sent as a Strike Team Leader Trainee for the days of August 8, 2018 through August 23, 2018. The State of California has reimbursed the City for the costs associated with compensation of a Strike Team Leader Trainee.

This incident occurred during the 2018-2019 Fiscal Year. As such, the Fire Department respectfully requests that the amount of \$15,000.00 be placed in to the professional services line item for a cost recovery study to be undertaken later this year. The remaining amount of \$3,119.28 is requested for placement in the small tools and minor equipment line item for future purchases of fire equipment.

FISCAL IMPACT: Revenue increase of \$18,119.28 to the Fire Department Budget

ATTACHMENTS: Copy of the State of California check; City Council Resolution No. 2019-___: Resolution of the City Council of the City of Brawley, CA Amending the Fiscal Year 2018/2019 City of Brawley Budget for the Fire Department in the amount of \$18,119.28



STATE OF CALIFORNIA

WARRANT NUMBER

08-784944

THE TREASURER OF THE STATE WILL PAY OUT OF THE
IDENTIFICATION NO.FUND NO. FUND NAME
0001 GENERAL FUNDMO. DAY YR.
3540 01 17 2019

90-1342/1211

08784944

TO:

784944

--- BRAWLEY FD

| DOLLARS | CENTS |
|------------|-------|
| \$***18119 | 28 |


 BETTY T. YEE


CALIFORNIA STATE CONTROLLER

⑈12113423⑈ 08784944⑈

RESOLUTION NO. 2019-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BRAWLEY, CALIFORNIA AMENDING THE FISCAL YEAR
2018/2019 CITY OF BRAWLEY BUDGET.

Amendment No. 2019-__: Department: Fire

WHEREAS, Minute Order dated November 20, 2018 adopted the Fiscal Year 2018-2019 City of Brawley Budget and appropriated expenses on a cost center basis; and

WHEREAS, adjustments to the FY 2018-2019 General Fund Budget have been determined to be necessary.

THEREFORE, BE IT RESOLVED, that the FY 2018-2019 City of Brawley Budget is hereby amended as follows:

REVENUE

| BUDGET NUMBERS | ACCOUNT NAME | INCREASE | DECREASE |
|---------------------|---------------------|--------------|--------------------|
| 101-221.000-440.310 | State Reimbursement | \$18,119.28 | |
| | | TOTAL | \$18,119.28 |

EXPENDITURES

| BUDGET NUMBERS | ACCOUNT NAME | INCREASE | DECREASE |
|---------------------|-------------------------------|--------------|--------------------|
| 101-221.000-730.100 | Professional Services | \$15,000.00 | |
| 101-221.000-721.900 | Small Tools & Minor Equipment | \$3,119.28 | |
| | | TOTAL | \$18,119.28 |

REASON: The unanticipated revenue is from a wildland fire in Ukiah, CA, referred to as the Mendocino Complex Fire. This fire occurred during the 2018-2019 fiscal year. The amount of \$15,000 will be deposited into professional services and the remaining amount will be placed in small tools and equipment to purchase fire equipment.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Brawley City Council held February 19, 2019.

CITY OF BRAWLEY, CALIFORNIA

Donald L. Wharton, Mayor

ATTEST:

Alma Benavides, City Clerk

**STATE OF CALIFORNIA}
COUNTY OF IMPERIAL}
CITY OF BRAWLEY}**

I, **ALMA BENAVIDES**, City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Resolution No. 2019-__ was passed and adopted by the City Council of the City of Brawley, California, at an adjourned regular meeting held on the 19th day of February, 2019 and that it was so adopted by the following roll call vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

DATED:

Alma Benavides, City Clerk

COUNCIL AGENDA REPORT
City of Brawley

Meeting Date: February 19, 2019

City Manager: PBR

PREPARED BY: Gordon Gaste, Development Services Director

PRESENTED BY: Gordon Gaste, Development Services Director

SUBJECT: 2018 CDBG Grant Application

CITY MANAGER RECOMMENDATION: Hold a public hearing regarding the City's application for the 2018 CDBG Community Development funds for the Housing Rehabilitation (HR) and Homeownership Assistance (HA) programs and adopt the first City Council Resolution for CDBG funds. Approve and adopt the second City Council Resolution to revise Community Development Block Grant (CDBG) Housing Rehabilitation Program and Homebuyer Guidelines.

DISCUSSION: The City of Brawley intends to apply for State of California Housing & Community Development (CDBG) grant funds in the amount of \$500,000 for two eligible activities. These activities will be proposed as a Housing Rehabilitation and Homeownership Assistance Combination Program and target low-moderate income households for assistance.

The attached resolution stipulates various parameters required to apply for the funds. Holding a public hearing to solicit community input on the proposed activities is required. City staff is also recommending the update of the City's program guidelines to conform with HCD's current requirements. These guidelines require periodic review and revision and will be submitted with the City's application.

FISCAL IMPACT: Potential grant award of \$500,000

ATTACHMENTS: Public Hearing Notice and Resolution; Single-Family Housing Rehabilitation Assistance Program Guidelines; Homebuyer Program Guidelines; City Council Resolution



Notice of Public Hearing for Submittal of State CDBG Application

NOTICE IS HEREBY GIVEN that the City of Brawley will conduct a public meeting on February 19, 2019 at 6PM or shortly thereafter, at the Council Chambers located at 383 Main Street, Brawley, CA in order to submit an application under 2018 State Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA) and solicit public input.

The City of Brawley is applying for a grant, in an amount not to exceed \$500,000 and the approval to expend approximately \$5,837 in existing or anticipated Program Income under the NOFA for the following eligible activities:

Housing Combo: Housing Rehabilitation Program &
Homeownership Assistance Program

\$500,000

If the proposed activity results in displacement, the City of Brawley shall adhere to its Anti-Displacement and Relocation Plan.

The purpose of the public hearing is to give people an opportunity to make their comments known on the proposed activities/application. If you require special accommodations to participate in the public hearing, please contact the City Clerk at 760-351-3080.

If you are unable to attend the public hearing, you may direct written comments to the City of Brawley at 383 Main Street, Brawley, CA 92227, or you may telephone 760-351-3080. In addition, information is available for review at the above address between the hours of 8AM-12PM and 1PM-5PM Monday through Friday.

The City of Brawley promotes fair housing and makes all of its programs available to low/moderate Income persons regardless of age, race, color, religion, sex, national origin, sexual preference, marital status or handicap.



Aviso de Audiencia Pública para Presentación de Solicitud de CDBG al Estado

POR LA PRESENTE SE NOTIFICA que la Ciudad de Brawley llevará a cabo una audiencia pública el 19 de enero de 2019 a las 6PM o al poco tiempo después en el Council Chambers ubicada en 383 Main Street, Brawley, California 92227 para discutir la presentación de una solicitud en respuesta al Aviso de Disponibilidad de Fondos (NOFA) de 2018 State Community Development Block Grant (CDBG) [Subvención Conjunta de Desarrollo Comunitario del Estado de 2018], y para solicitar la aportación ciudadana.

La Ciudad de Brawley está solicitando una subvención, por una cantidad que no exceda de \$ 500,000 y la aprobación para gastar aproximadamente \$5,837 en ingresos del programa existentes o previstos bajo el NOFA para las siguientes actividades elegibles:

| | |
|--|-----------|
| Combo de Vivienda: Programa de rehabilitación de viviendas y | \$500,000 |
| Programa de asistencia para la propiedad de vivienda | |

Si es probable que una actividad resulte en un desplazamiento, consulte el Plan Antirripulación y Reubicación del departamento, y los problemas de reubicación se tratarán en la audiencia. El propósito de la audiencia pública es dar al público la oportunidad de hacer sus observaciones conocidas sobre las actividades/solicitud propuestas.

Si usted requiere adaptaciones especiales para participar en la audiencia pública, por favor comuníquese con la oficina de la Secretaria Municipal al (760) 351-3080.

Si usted no puede asistir a la audiencia pública, puede dirigir sus comentarios por escrito a la Ciudad de Brawley, 383 Main Street, Brawley, CA 92227, o puede llamar a la oficina de la Secretaria de la Ciudad al (760) 351-3080. Además, la información está disponible para su consulta en la dirección antes mencionada durante el horario de 8AM-12PM y 1PM-5PM de lunes a viernes.

La ciudad de Brawley promueve la vivienda justa y pone todos sus programas a la disponibilidad de familias de ingresos bajos y moderados sin importar la edad, raza, color, religión, sexo, origen nacional, orientación sexual, estado civil o discapacidad.

PUBLISHED: IV PRESS
February 6, 2019

Alma Benavides, City Clerk

RESOLUTION NO. 2019-__

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE
EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO
FROM THE 2018 FUNDING YEAR OF THE STATE OF CALIFORNIA HOUSING
AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM**

BE IT RESOLVED by the City Council of the City of Brawley as follows:

SECTION 1: The City Council has reviewed and hereby approves an application in the amount of \$500,000.00 for the following CDBG activities, pursuant to the October 2018 CDBG NOFA:

| | |
|--|-----------|
| General Administration (GA) | \$ 17,442 |
| Housing Rehabilitation Program- Single Unit Residential (HR) | \$232,558 |
| General Administration (GA) | \$ 17,442 |
| Homeownership Assistance Program (HA) | \$232,558 |

Additionally, The City Council of Brawley hereby approves to expend approximately \$5,837 in existing or anticipated Program Income under the Notice of Funding Availability (NOFA) for the aforementioned activities.

SECTION 2: The City acknowledges compliance with State and Federal public participation requirements in the development of this application.

SECTION 3: The City hereby authorizes and directs the City Manager or her designees, the City of Brawley Finance Director or City of Brawley Assistant Finance Director, to sign this application and act on the City's behalf in all matters pertaining to this application.

SECTION 4: If the application is approved, the City Manager, or her designee, is authorized to enter into and sign the grant agreement and any subsequent amendments with the State of California for the purposes of this grant.

SECTION 5: If the application is approved, the City Manager, or her designee, is authorized to sign Funds Requests and other required reporting forms.

PASSED, APPROVED AND ADOPTED at a regular meeting of the City Council of the City of Brawley held on February 19, 2019 by the following vote:

CITY OF BRAWLEY, CALIFORNIA

Donald L. Wharton, Mayor

ATTEST:

Alma Benavides, City Clerk

**STATE OF CALIFORNIA
COUNTY OF IMPERIAL
CITY OF BRAWLEY**

I, **ALMA BENAVIDES**, City Clerk of the City of Brawley, California, **DO HEREBY CERTIFY** that the foregoing Resolution No. 2019- was passed and adopted by the City Council of the City of Brawley, California, at a regular meeting held on the 19th day of February 19, 2019, and that it was so adopted by the following roll call vote:

AYES:

NAYES:

ABSTAIN:

ABSENT:

DATED:

Alma Benavides, City Clerk

CITY OF BRAWLEY

SINGLE-FAMILY HOUSING REHABILITATION ASSISTANCE PROGRAMS (HOME, CDBG, CalHome)

PROGRAM DESIGN AND PROCESS



HCD Version 4/2018

CalHome Approved (date)
CDBG Approved (date)
HOME Approved (date)

**CITY OF BRAWLEY
HOUSING REHABILITATION
PROGRAM GUIDELINES**

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**CITY OF BRAWLEY
HOUSING REHABILITATION
PROGRAM GUIDELINES**

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**CITY OF BRAWLEY
HOUSING REHABILITATION
PROGRAM GUIDELINES**

Adopted 02/19/2019

1.0. GENERAL

The above-named entity, hereinafter referred to as the "Sponsor", has entered into a contractual relationship with the California Department of Housing and Community Development ("HCD") to administer one or more HCD-funded housing rehabilitation programs. The rehabilitation program described herein and hereinafter referred to as the "Program" is designed to provide assistance to eligible homeowners for correction of health and safety items, as well as code violations, located within the Program's eligible area, as described in Section 3.0. The Program provides this assistance in the form of deferred payment loans used to finance the cost of necessary repairs that will provide the homeowner with a healthy, safe, sanitary and code compliant home, referred to herein as "housing unit". The Program will be administered by City of Brawley, hereinafter referred to as the "Program Operator".

1.1. PROGRAM OUTREACH AND MARKETING

All outreach efforts will be done in accordance with state and federal fair lending regulations to assure nondiscriminatory treatment, outreach and access to the Program. No person shall, on the grounds of age, ancestry, color, creed, physical or mental disability or handicap, marital or familial status, medical condition, national origin, race, religion, gender or sexual orientation, be excluded, denied benefits or subjected to discrimination under the Program. The Sponsor will ensure that all persons, including those qualified individuals with handicaps have access to the Program.

- A. The Fair Housing Lender and Accessibility logos will be placed on all outreach materials. Fair housing marketing actions will be based upon a characteristic analysis comparison (census data may be used) of the Program's eligible area compared to the ethnicity of the population served by the Program (includes, separately, all applications given out and those receiving assistance) and an explanation of any underserved segments of the population. This information is used to show that protected classes (age, gender, ethnicity, race, and disability) are not being excluded from the Program. A Fair Housing Marketing Plan can be found as Attachment D. Flyers or other outreach materials, in English and any other language that is the primary language of a significant portion of the area residents, will be widely distributed in the Program-eligible area and will be provided to any local social service agencies. The Program may sponsor homeownership education classes to help educate homeowners about credit, budgeting, predatory lending, foreclosure prevention and home maintenance, as well as future responsibilities.
- B. Section 504 of the Rehabilitation Act of 1973 prohibits the exclusion of an otherwise qualified individual, solely by reason of disability, from participation under any program receiving Federal funds. The Program Sponsor will take appropriate steps to

ensure effective communication with disabled housing applicants, residents and members of the public.

1.2. APPLICATION PROCESS AND SELECTION

A. Waiting List/Homeowner Contact

The Sponsor will utilize a waiting list. In response to a homeowner's request, the homeowner is placed on the waiting list. Homeowners are offered the opportunity to qualify for assistance by waiting list priority (a first-come, first served basis).

The Program Operator will contact homeowners by mail and/or by telephone to advise of funding availability. The homeowner has 30 days to complete and return the loan application and supporting documentation. Should a homeowner fail to respond to the initial contact for assistance or to provide any of the required documentation within the 30-day period, the homeowner's name will be removed from the waiting list. If the homeowner desires assistance at a later time, he/she will be placed on the waiting list at that time.

Should the waiting list be exhausted, the Program will be marketed in accordance with the Sponsor's Marketing Plan. See **Attachment D**.

B. Application/Interview

An application packet is provided to the homeowner for completion and submittal to the Program Operator, along with supporting documentation. An interview is scheduled with the applicant. The Program is fully explained; application forms and documentation are reviewed. Verifications are obtained for income, assets, employment, benefits, and mortgage. Title report and appraisals are also obtained.

If the Program Operator encounters material discrepancies and/or misrepresentations, and/or there are income, asset, household composition, or other important questions that can't be resolved, the Sponsor reserves the right to deny assistance to the household. In this case, the applicant may re-apply after six months have elapsed from the time of written assistance denial.

C. Household Selection

Households selected for participation in the Sponsor's Housing Rehabilitation Program are those determined eligible upon completion of processes described in A. and B. above.

D. Initial Inspection/Work Write-Up/Estimate

Prospective units are inspected by the Program Operator, a certified housing inspector, or a Sponsor representative to determine eligibility and acceptability of properties for participation in the Program.

If the home is a pre-1978 unit, the initial inspection will also include paint testing by a certified Lead-Based Paint (LBP) inspector/assessor or presumption of LBP. Code deficiencies will be corrected and if presumption is used or lead hazards are found they will be properly treated according to HUD regulations (Section 6.1.E & F) and cleared by a certified LBP inspector/assessor. **Note: CalHome-funded projects do not require LBP compliance. CDBG projects shall refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual.**

Measurements and observations are noted about the property, including special conditions with potential cost consequences (dilapidated outbuildings, absence of curb and gutter when required by code, etc.). A floor plan and site plan, as needed, are drawn for the home and property, including all appurtenances.

Findings are noted on an inspection form, and later used by the Program Operator to prepare the work write-up. Estimated costs are determined by the Program Operator who has years of experience in the building industry, and in reviewing contractor bids and verifying cost with materials suppliers. The homeowner reviews the completed work write-up and cost estimate, and the approved write-up is incorporated into bid documents.

E. Bid Solicitation

A bid walk-through date and time are scheduled. The Program Operator solicit bids on his/her behalf. Invitations to bid are mailed to all eligible contractors on file in efforts to obtain three reasonable bids. Bid results will be provided to participating contractors.

Contractors must be licensed and bonded by the State of California Contractors Licensing Board. Contractors must also provide Program Operator with evidence of Workers' Compensation Insurance and Comprehensive General Liability and Property Damage Insurance with Combined Single Limits of at least \$1,000,000.

Cost reasonableness is determined by comparing the bids received with the cost estimate prepared by the Program Operator. Bids should be within 10% of the Program Operator's cost estimate, otherwise an explanation must be provided to the file for any bid selected exceeding 10% of the estimate. The homeowner is encouraged to accept the lowest reasonable bid.

The Program Operator determines eligibility of the contractor by contacting the State Contractors License Board and checking the Federal List of Debarred Contractors. The contractor is also required to provide a self-certification stating that he/she is not on the Federal debarred list. Once determined eligible, the contractor is then notified of provisional award of bid (pending loan approval). Notices of non-award are mailed to participating contractors.

F. Loan Request/Approval

A report and loan request are prepared on behalf of the homeowner by the Program Operator. The loan request includes the cost of construction, a contingency fund, and other project costs (listed in Section 6.3.). Note: For HOME, the project costs listed in Section 6.3 are considered activity delivery costs to be paid by the Sponsor and may not be charged to the homeowner's loan. A Loan Review Committee meeting is scheduled to hear the loan request. Section 1.3 provides additional information on the loan approval process. Once approved, loan documents are executed and the loan is funded.

G. Pre-Construction Conference

A pre-construction conference is scheduled with homeowner, contractor, and Program Operator. The Program Operator reviews the Owner-Contractor Construction Contract, including the work write-up, start date, pay schedule, and date of completion, with the homeowner and contractor. The construction contract and Notice to Proceed are executed.

H. Start-Up/Field Inspections

The Program Operator monitors date of start-up and performs field inspections on a regular basis. The Program Operator will visit the job site regularly in order to check the scope of work, inspect materials, and to confirm the job is on schedule and within budget. The Program Operator works with the Sponsor's Building Inspector to ensure the work meets building codes, while not exceeding funding limits.

The Program Operator reviews the work status with the homeowner and with the contractor in order to remedy any developing problems quickly and to ensure that both are satisfied with the construction process. At the completion of each phase, the Program Operator inspects the work and the homeowner authorizes contractor payments.

The Program Operator will refer back to original plans and specifications to verify the work was completed as contracted.

I. Change Orders

Written change orders are required when the homeowner requests any changes in the write-up, such as eliminating an item completely, eliminating one item and substituting another, or adding items. The change order will state the change and dollar value for the change. The change order must be signed by both the contractor and the homeowner, and submitted to the Program Operator for approval. If the change order exceeds the approved financing, the homeowner will be asked to provide additional funds or a report and request for additional funds may be presented to the Sponsor's City Council for approval prior to Program Operator signing-off on the change order.

J. Progress Payments

Ninety percent (90%) of the contract amount is distributed to the contractor in the form of progress payments during construction. The final ten-percent (10%) of the contract amount is set aside as a retention payment. The contractor requests a progress payment from the homeowner and notifies the Program Operator that he/she has done so. Upon favorable inspection by the homeowner, Program Operator, and Sponsor or Sponsor's Building Inspector, the payment authorization is signed by the homeowner and submitted for payment.

K. Final Inspections/Notice of Completion/Final Payment

When the project is completed, the Program Operator inspects the work item by item with the homeowner, the contractor, and/or the Sponsor. The Sponsor's Building Inspector performs a final inspection. Any corrections or deficiencies are noted and corrected by the contractor. Upon favorable final inspections, a Notice of Completion is prepared, signed by the homeowner, and then recorded. The final ten-percent (10%) retention payment is released 35 days after the recording of the Notice of Completion.

1.3. LOAN PROCESS

The Sponsor's City Council must approve all loans and grants. The City Council may approve assistance with CDBG financing exceeding 100 percent of after-rehabilitation value as needed in cases where no other financial resources are available to cover the cost of the repairs and where clear and convincing documentation exists, justifying why the exception is needed.

However, if the project is CalHome funded, the total financing cannot be more than 105 percent of the after-rehabilitation value. For HOME-funded loans, the total of all loans on the property cannot be more than 100 percent of the after-rehabilitation value. In addition, the amount of HOME assistance, including Sponsor's claimed Activity Delivery Costs, cannot exceed the Sponsor's County maximum HOME Per Unit Subsidy Limit at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>, and the after-rehabilitation value cannot exceed the HOME Maximum After-Rehabilitation Value. **See Attachment C for current limits.**

In order to obtain financing, applicants must meet all property and eligibility guidelines in effect at the time the application is considered. Homeowners will be provided written notification of approval or denial. Any reason for denial will be provided to the applicant in writing.

1.4. CONFLICT OF INTEREST REQUIREMENTS

When the Sponsor's program contains Federal funds, the applicable Conflict of Interest requirements of 24 CFR Section 570.611 shall be followed for CDBG assistance. Section 92.356 of the HOME Final Rule shall be followed for HOME assistance, as follows:

(a) Conflicts prohibited. No persons described in paragraph (b) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to the HOME-assisted activity, or the proceeds from such activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including stepparent), child (including stepchild), brother, sister (including a stepbrother or stepsister), grandparent, grandchild and in-laws of a covered person.

(b) Persons covered. The conflict of interest provisions of paragraph (a) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

(c) Exceptions: Threshold requirements. Upon the written request of the participating jurisdiction to HCD, HUD may grant an exception to the provisions of paragraph (a) of this section on a case-by-case basis when it determines that the exception will serve to further the purposes of the HOME Investment Partnerships Program and the effective and efficient administration of the participating jurisdiction's program or project. See 24 CFR 92.356(d)(1-6) for details on the documentation needed in order to submit an exception request to HUD.

A contractor with a vested interest in the property cannot bid on a rehabilitation job. Such a contractor may act as owner/builder, subject to standard construction procedures. Owner/builders are reimbursed for materials purchased which are verified by invoice/receipt and used on the job. Reimbursement occurs after the installation is verified by the Program Operator to be part of the scope of work. Owner/builders are not reimbursed for labor.

2.0. APPLICANT QUALIFICATIONS

2.1. INCOME LIMITS

All homeowners must certify that they meet the household income eligibility requirements for the applicable HCD program(s) and have their household income documented. The income limits in place at the time of loan approval will apply when determining applicant income eligibility. All applicants must have incomes at or below

80% of the County's area median income (AMI), adjusted for household size, as published by HCD each year. **See Attachment C.**

The link to the official HCD-maintained income limits for HOME- and CDBG-funded activities is: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (for HOME and CDBG, choose "State CDBG and HOME" limits; for CalHome-funded activities choose "Official State Income Limits").

Household: means one or more persons who will occupy a housing unit. Unborn children count in family size determination.

Annual Income: Generally, the gross amount of income of all adult household members that is anticipated to be received during the coming 12-month period.

2.1.1 OWNER-OCCUPIED REQUIREMENTS

Owner-Occupant - to be eligible, household income must be equal to or less than the applicable HCD income limits. Owner will be required to provide income documentation. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. **See Attachment A for HOME and CDBG. See Attachment A-1 for CalHome.** Refer to Asset Inclusions and Exclusions for further guidance to the types of assets to be included or excluded when calculating gross annual income. **See Attachment B.**

Owner-occupants housing and/or debt ratios are not considered, nor is a credit report required, as the funding provided creates no additional monthly financial obligation for HOME and CALHOME only. If an owner-occupant has a mortgage, it is verified that all payments are current and that no late payments have been received in the past twelve months.

2.1.2 OWNER-INVESTOR REQUIREMENTS - (eligible under only CDBG-funded programs)

Owner-Investor - There are no restrictions on the income of the owner-investor unless the owner-investor is a member of the Targeted Income Group (TIG) and is interested in qualifying for a Deferred Payment Loan (see Section 4.3.2.C.).

Owner-investor housing and debt ratios are considered, and a credit report is required, since the funding provided may create an additional monthly financial obligation. If an owner-investor has a mortgage on the property to be rehabilitated it is verified that all payments are current and that no late payments have been received in the past twelve months.

TENANT REQUIREMENTS (eligible under only CDBG-funded programs)

Tenant - If a rental is currently occupied, the tenant's household income must be equal to, or less than, the applicable HCD income guidelines. Tenant will be asked to cooperate by providing income documentation and income will be projected for 12 months based on current income. See Attachments A and B.

2.2. INCOME QUALIFICATION CRITERIA

Projected annual gross income of the applicant household will be used to determine whether they are above or below the published HCD income limits. Income qualification criteria for HOME and CDBG, as shown in the most recent HCD program-specific guidance at <http://www.hcd.ca.gov/grants-funding/income-limits/income-calculation-and-determination-guide.shtml>, will be followed to independently determine and certify the household's annual gross income. Income will be verified by reviewing and documenting tax returns, copies of wage receipts, subsidy checks, bank statements and third-party verification of employment forms sent to employers. All documentation shall be dated within six months prior to loan closing and kept in the applicant file and held in strict confidence.

A. HOUSEHOLD INCOME DEFINITION:

Household income is the annual gross income of all adult household members that is projected to be received during the coming 12-month period, and will be used to determine program eligibility. Refer to Income Inclusions and Exclusions for further guidance to the types of incomes to be included or excluded when calculating gross annual income. For those types of income counted, gross amounts (before any deductions have been taken) are used. Two types of income that are not considered would be income of minors and of live-in aides. Certain other household members living apart from the household also require special consideration. The household's projected ability to pay must be used, rather than past earnings, when calculating income.

See Attachment A: HOME and CDBG 24 CFR Part 5 Annual Income Inclusions and Exclusions and Attachment A-1: CalHome Title 25 Section 6914 Annual Income inclusions and Exclusions (State)

B. ASSETS:

There is no asset limitation for participation in the Program. Income from assets is, however, recognized as part of annual income under the Part 5 definition. An asset is a cash or non-cash item that can be converted to cash. The value of necessary items such as furniture and automobiles are not included. (*Note: it is the income earned – e.g. interest on a savings account – not the asset value, which is counted in annual income.*)

An asset's cash value is the market value less reasonable expenses required to convert the asset to cash, including: Penalties or fees for converting financial holdings and costs for selling real property. The cash value (rather than the market value) of an item is counted as an asset.

See Attachment B: Part 5 Annual Income Net Family Asset Inclusions and Exclusions

2.3. HOMEOWNER ELIGIBILITY AND RESIDENCY REQUIREMENTS

The Sponsor's Housing Rehabilitation Program allows for owner-occupied and owner-investor/tenant-occupied properties to participate in the Program. Owner-occupied units must be the owner's principal place of residence. **Note: Owner-investor/tenant-occupied properties are eligible under only CDBG funding, and must meet all requirements listed under section 2.3.2.** A photocopy of a recent utility bill will verify proof of occupancy. No unit to be rehabilitated will receive financial assistance if it is currently occupied by an over-income household or does not meet the eligibility standards outlined in these guidelines.

2.3.1 OWNER-OCCUPIED

- A. Continued residency is monitored annually per Attachment F for the term of the loan. Occupancy will be verified by the submission of the following:

1. Proof of occupancy in the form of a copy of a current utility bill; and
2. Statement of unit's continued use as primary residence of the owner.

- B. In the event that an homeowner sells, transfers title, or discontinues residence in the rehabilitated property for any reason, the loan becomes due and payable, unless the following conditions are met:

The homeowner who received the loan dies and the heir to the property meets income requirements and intends to occupy the home as his/her principal residence. Upon approval of the Sponsor, the heir may be permitted to assume the loan at the rate and terms the heir qualifies for under current participation guidelines. If the heir does not meet applicable eligibility requirements, the loan is due and payable. **Note: Loans provided by CalHome are not assumable.**

- C. If a homeowner converts the property to a rental unit, or any commercial or non-residential use, the loan is due and payable, unless the loan was funded with CDBG and tenant and homeowner meet eligibility requirements as described in Section 2.3.2. below.

If the loan is funded with a CalHome Loan it is not transferable except under the following limited circumstances:

- (a) The transfer of the Property to the surviving joint tenant by devise, descent or operation of the law, on the death of a joint tenant;
- (b) A transfer of the Property where the spouse becomes an owner of the property;
- (c) A transfer of the Property resulting from a decree of dissolution of marriage, legal separation or from an incidental property settlement agreement by which the spouse becomes an owner of the Property; or

- (d) A transfer to an inter vivos trust in which the Borrower is and remains the beneficiary and occupant of the property.

2.3.2. OWNER INVESTOR REQUIREMENTS (eligible only under CDBG-funded programs)

- A. If the owner-investor sells or transfers title of the rehabilitated property for any reason, the loan is due and payable.
- B. An owner-investor may convert a rental property to his or her personal residence if all conditions below exist:
 - 1. He or she can prove that the previous tenant was not evicted without cause.
 - 2. He or she is income eligible.
 - 3. He or she requests approval from the Sponsor.
- C. If an owner-investor converts the rental property to his or her personal residence, but is not income eligible, the loan is due and payable.
- D. If the owner wants to convert the rehabilitated property to any commercial or non-residential use, the loan is due and payable.
- E. Over-income rental households occupying units in a project which will receive financial assistance for other eligible units will be allowed to stay in their respective units. To prevent owners from evicting ineligible tenants before applying for the Program, the owner must certify that no tenant has been forced to move without cause during the previous six months.

3.0. PROPERTY ELIGIBILITY

3.1. CONDITIONS

- A. No unit will be eligible if a household's income exceeds the prescribed income limits listed in Attachment C.
- B. Units to be rehabilitated must be located within the incorporated areas of the Sponsor's jurisdiction.
- C. Property must contain a legal residential structure intended for continued residential occupancy.
- D. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of

code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.

3.2. ANTI-DISPLACEMENT POLICY AND RELOCATION ASSISTANCE

Tenants will be informed of their eligibility for temporary relocation benefits if occupancy during rehabilitation constitutes a danger to health and safety of occupants or public danger or is otherwise undesirable because of the nature of the project. Relocated persons will receive increased housing costs, payment for moving and related expenses and appropriate advisory services, as detailed in the Sponsor's "Residential Anti-displacement and Relocation Assistance Plan" (**Attachment E**).

Owner-occupants are not eligible for temporary relocation benefits, unless health and safety threats are determined to exist by the Program Operator. In cases where relocation is determined to be necessary by the Sponsor/Program Operator, assistance may be provided for actual costs incurred from the applicant's loan proceeds or as a grant (**see Section 4.4. for allowable grants**). HOME-funded projects will provide relocation assistance in the form of a grant, which shall be included in the maximum assistance amount.

Note: Relocation benefits are not a requirement under CalHome, but are acceptable and may be covered by loan proceeds.

3.3. NOTIFICATION AND DISCLOSURES - Not required by CalHome

- A. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as follows:

The Lead Hazard Information Pamphlet published by the EPA/HUD/Consumer Product Safety Commission will be given to all owners regardless of the cost of rehabilitation or paint test findings. If lead-based paint is found through testing or if presumed, a Notice of Lead Hazard Evaluation or Presumption will also be supplied. When Lead hazards are present, a Notice of Lead Hazard Reduction Activity and a Lead Hazard Evaluation Report will also be provided (**Attachment I**).

- B. Tenants located in properties that will receive housing rehabilitation will be provided a notice outlining their relocation rights and benefits (**Attachment E**).

4.0. THE PROGRAM LOAN**4.1. MAXIMUM AMOUNT OF PROGRAM ASSISTANCE**

An eligible homeowner may qualify for the full cost of rehabilitation/reconstruction work needed to comply with State and local codes and ordinances. Maximum assistance shall not exceed the Sponsor's County maximum HOME Subsidy Limits Per Unit at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>.

See Attachment C for current limits. For CDBG-funded programs, the maximum assistance for rehabilitation/reconstruction will not exceed \$211,000.

4.2. AFFORDABILITY PARAMETERS FOR HOMEOWNERS

- A. Total indebtedness against property shall not exceed 100 percent of after-rehabilitation value as determined by "Estimates of value" or an appraisal, for CDBG or HOME projects. An estimate of after-rehab value will be made prior to making a commitment of funds using the method outlined in Section 4.5. Note: This does not apply to CalHome projects.
- B. HOME-funded units' after-rehabilitation values shall not exceed the HOME Program Maximum Purchase Price/After-Rehabilitation Value Limits for Sponsor's County as updated by HUD and published on the HCD Website at <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>. **See Attachment C for current limits.**
- C. Total indebtedness against property shall not exceed 105 percent of the after-rehabilitation value as determined by an appraisal for CalHome projects. An estimate of After-Rehab Value will be made prior to making a commitment of funds using the method outlined in Section 4.5. Note: This does not apply to HOME or CDBG projects.
- D. Costs may be supplemented with personal financing or with other loan or grant programs, which are sources of leverage for the Sponsor.
- E. Any bid within 10% of the Program Operator's estimate may be selected, otherwise an explanation must be provided to the file for a bid selected exceeding 10% of the estimate.

4.3. RATES AND TERMS**4.3.1. OWNER-OCCUPANTS**

- A. Homeowners are eligible for Deferred Payment Loans (DPL), at 0% simple interest, for a term of 30 years, as evidenced by a Promissory Note and secured by a Deed of Trust, with no payback required for the term of the deferred loan unless the borrower sells or transfers title or discontinues residence in the dwelling. Payments may be made voluntarily without penalty on a DPL.

Note: If it is determined by the Sponsor that repayment of a CalHome or CDBG Program loan at the maturity date causes a hardship to the homeowner, the Sponsor may opt the following:

1. Amend the note and deed of trust to defer repayment of the amount due at maturity, that is balance of the original principal plus the accrued interest, for up to an additional 30 years (at 0% additional interest). This may be offered one time;
 2. Convert the debt at loan maturity; that is the balance of the original principal plus any accrued interest, to an amortized loan, repayable in 15 years at 0% additional interest.
- B. If the homeowner dies, and if the heir(s) to the property live(s) in the house and is/are income eligible, the heir(s) may be permitted, upon approval of the Sponsor, to assume the loan at the rate and terms the heir(s) qualifies for under current participation guidelines. **Note: CalHome loans are not assumable.**
- C. If the homeowner dies and the heir(s) is/are not income eligible, the loan becomes all due and payable.
- D. If a homeowner converts the rehabilitated property to any residential-rental, commercial or non-residential use, the loan becomes all due and payable, unless they meet requirements outlined in Section 2.3.2.
- E. As specified in the Rehabilitation Loan Agreement, all applicants who participate in the Program must maintain the property at post-rehabilitation conditions for the term of the loan. Should the property not be maintained accordingly, the loan shall be considered in default and becomes all due and payable, and if necessary, foreclosure proceedings will be initiated. A method of inspection will be established by the Sponsor.

4.3.2. OWNER-INVESTORS (eligible under only CDBG-funded programs)

The rate and terms for an owner-investor may vary depending on the owner's financial situation below are the options available:

- A. Amortized Loan - Below Market Interest Rate (BMIR) loan at 3 percent interest, secured by a deed of trust and with a maximum term of 15 years.
- B. DPL for a TIG owner-investor who agrees to comply with standard investor restrictions (i.e., Maintenance Agreement for minimum five years and recorded Rent Limitation Agreement for life of the loan), as outlined below. DPL terms are the same as those described in 4.3.2.B. above.
- C. Rent Limitation Agreement (RLA)
An owner-investor who elects to rehabilitate a rental unit with CDBG financing must sign an RLA, which will be recorded. This agreement will specify:
 1. In no instance shall rents exceed the U.S. Department of Housing and Urban Development (HUD) Fair Market Rent (FMR) schedule while the RLA is in effect.
 2. Base Rent -- Vacant Unit
If the house is vacant, rent charges shall not exceed 30 percent of 80 percent of the Sponsor median income for the appropriate household size in that unit. Owner-investor shall affirmatively seek TIG households. Where such

efforts do not result in eligible TIG tenants, the owner-investor shall contact the Sponsor for guidance.

3. Base Rent -- Occupied Unit

If the house is occupied, rent charges shall not exceed 30 percent of the existing tenants' household income; or, where, before rehabilitation, rents already exceed 30 percent of the existing tenants' income, no rent increases shall be allowed which provide for rents plus utilities over 30 percent of the tenants' income.

4. Terms -- BMIR finance will require rent limitation for a minimum of 5 years. DPL financing will require rent limitations for the full term of the loan.

5. Verification -- Each year during the term of the Agreement, the borrower shall provide the Sponsor with a written list of current occupants' names and monthly rents by January 15th. The Sponsor may verify this information with the occupant.

6. Compliance -- Failure to comply with these terms and conditions will result in the loan becoming due and payable. If necessary, foreclosure proceedings will be initiated.

D. Maintenance Agreement

As specified in the Rehabilitation Loan Agreement, an owner-investor who participates in the Program must maintain the property at post-rehabilitation conditions for the term of the loan(s). Should the property not be maintained accordingly, the loan will become due and payable, and if necessary, foreclosure proceedings will be initiated.

4.4. GRANTS

A. CDBG-funded programs may provide grants as follows:

1. Grants are available for any of the following qualifying factors, up to a maximum of \$15,000:
 - (a) Senior Citizen - at least 62 years old; or
 - (b) Handicapped - only for handicap modifications to a house with one or more physically handicapped occupants who would function more independently if such modifications were installed; or
 - (c) Lowest HUD Low/Mod individual -- with gross annual income less than 50 percent of County median income; or
 - (d) Curb, gutter and sidewalk -- when curb, gutter and/or sidewalk are required by City code; or
 - (e) Building permit and/or school fees; or
 - (f) Emergencies -- failure of a major household component that would require the participant to live without basic plumbing, electrical, heating, cooling, or security. (These funds are not for use during a normal rehabilitation, they are for true emergency situations, such as a failed sewer line or water heater, blown electrical panel, etc)

2. Grants of up to \$10,000 are available for Fire Sprinkler installation and associated costs – for reconstruction projects, as required by CCR, Title 24, Part 2.5 of the 2010 California Residential Code.
 3. Grants are available for the repair, replacement, or abandonment of domestic water wells and/or associated costs (such as water pump lowering) based on invoices from contracted well drillers and/or water pump installers. The Program Operator must approve a total cost estimate from a contracted well driller and/or water pump installer prior to financing approval to ensure cost reasonableness.
 4. Grants of up to \$25,000 are available for Equity maintenance, if financing rehabilitation entirely with a loan would cause indebtedness to exceed 100% of after-rehabilitation value.
 5. Grants of up to \$7,500 are available for Asbestos containment and/or removal.
- B. HOME-funded projects include grants, if necessary to cover the costs of financing in excess of available equity. Available equity will be determined by subtracting the current total indebtedness from the after-rehabilitation value. Grants provided may be up to 25 percent of the applicable HOME Per Unit Subsidy Limit established pursuant to 24 CFR 92.250 (a). This grant amount is in addition to any grant funds provided pursuant to Section 4.4.C. and 4.4.D.
- C. HOME and CDBG provide grants for all actual costs of lead-based paint evaluation and reduction activities.
- D. HOME and CDBG provide grants for relocation assistance. See Relocation Assistance Plan, **Attachment E**.
1. Owner-Occupant – Limit of \$3,000.
 2. Residential Tenant – Assistance will be provided at the level necessary to comply with the Uniform Relocation Act (URA) and Section 104(d) of the Housing and Community Development Act of 1974. **Note: HOME funds cannot be used for tenant-occupied units.**
- E. **Grants are not available in CalHome-funded programs.**

4.5. APPRAISAL

- A. The After-Rehab Value for rehabilitation projects is determined using the "Estimate of Value" method. The Sponsor or Program Operator determines estimates of value based on the sale prices of at least three (3) comparable properties, sold within the last six months (within one year of the assistance date, which is the date the promissory note is signed), and if possible located within one mile of the subject property. The participants' file will include the estimate of value and document the basis for the value estimates. The purpose of the "Estimate of Value" method is to determine that the after-rehabilitation value of the housing unit will not exceed the applicable HOME Value Limit per HOME Program regulations (**See Attachment C**), and that the combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above. If three comparable properties cannot be found, or if there is any question regarding the after-rehab value, the ARV must be determined by a licensed appraiser, as described in Section 4.5.B. below.
- B. A licensed appraiser determines the after-rehab value for rehabilitation projects, when the "Estimate of Value" method cannot be used. For rehabilitation projects, the appraiser determines the value of the unit with the rehabilitation building plans and specifications included. The cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the after-rehab value of the housing unit will not exceed the applicable HOME Value Limit per HOME Program regulations (**See Attachment C**), and that the combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above.
- C. The After-Rehab Value for reconstruction projects is determined by a licensed appraiser. The After-Rehab Value for reconstruction projects is determined by an appraisal completed off the building plans and specifications for the new home. The cost of the appraisal will be paid by the Sponsor, not by the homeowner. The purpose of the appraisal is to determine that the after-rehabilitation value of the housing unit will not exceed the applicable HOME Value Limit per HOME Program regulations (**See Attachment C**), and that the combined loans will not exceed the maximum combined loan-to-value limit, as described in Section 4.2.A above.

4.6. INSURANCE**4.6.1. FIRE INSURANCE**

The homeowner shall maintain fire insurance on the property for the duration of the Program loan(s). This insurance must be an amount adequate to cover all encumbrances on the property. The insurer must identify the Sponsor as Loss Payee for the amount of the Program loan(s). Evidence of this shall be provided to the Sponsor.

In the event the applicant fails to make the fire insurance premium payments in a timely fashion, the Sponsor at its option, may make such payments for a period not to exceed 60 days. The Sponsor may, in its discretion and upon the showing of special circumstances, make such premium payments for a longer period of time. Should the Sponsor make any payments, it may, in its sole discretion, add such payments to the principal amount that

the applicant is obligated to repay the Sponsor under this Program. The premium may be paid by the Program loan for one year. **Note: HOME and CDBG funds cannot be used to pay insurance cost beyond those identified as initial loan costs. Note: CalHome funds can not be used to pay insurance at any time.**

4.6.2. FLOOD INSURANCE

For homes in a 100-year flood zone, the owner is required to maintain flood insurance in an amount adequate to secure the Program loan and all other encumbrances. This policy must designate the Sponsor as Loss Payee and a binder shall be provided to the Sponsor and maintained in the borrowers file. The premium may be paid by the Program loan for one year. **Note: HOME funds cannot be used to pay insurance cost beyond those identified as initial loan costs. Note: CalHome funds can not be used to pay insurance at any time.**

4.7. LOAN SECURITY

- A. Loan security for all owner-occupied rehabilitation stick-built homes will be secured by the real property and improvements, and will also include a Deed of Trust, Promissory Note and Loan Agreement in favor of the Sponsor.
- B. A manufactured home in a mobile home park or on leased land that is not on a permanent foundation will be secured by an HCD 480.7 or an HCD 484 Statement of Lien, and will also include a Promissory Note and Loan Agreement.
- C. Entering a subordinate lien is acceptable. However, the Sponsor will not subordinate a first lien position once established.

5.0. PROGRAM LOAN SERVICING AND MAINTENANCE

5.1. PAYMENTS ARE VOLUNTARY

Borrowers may begin making voluntary payments at any time.

5.2. RECEIVING LOAN REPAYMENTS

- A. Program loan payments will be made to:

***AmeriNat
c/o City of Brawley
8121 E Florence Avenue
Downey, CA 90240***

- B. The Sponsor will be the receiver of loan payments or recapture funds and will maintain a financial record-keeping system to record payments and file statements on payment status. Payments shall be deposited and accounted for in the Sponsor's appropriate Program Income Account, as required by all three HCD programs. The Program Sponsor will accept loan payments from borrowers

prepaying deferred loans, from borrowers making payments in full upon sale or transfer of the property, and homeowners of tenant-occupied units. All loan payments are payable to the Sponsor. The Sponsor may at its discretion, enter into an agreement with a third party to collect and distribute payments and/or complete all loan servicing aspects of the Program.

5.3. LOAN SERVICING POLICIES AND PROCEDURES

See **Attachment F** for local loan servicing policies and procedures. While the attached policy outlines a system that can accommodate a crisis that restricts borrower repayment ability, it should in no way be misunderstood: The loan must be repaid. All legal means to ensure the repayment of a delinquent loan as outlined in the Loan Servicing Policies and Procedures will be pursued.

5.4. LOAN MONITORING PROCEDURES

Homeowners will be required to submit each of the following to the Sponsor at the time of annual occupancy verification per Attachment F:

- Proof of occupancy in the form of a copy of a current utility bill;
- Statement of unit's continued use as a residence;
- Declaration that other title holders do not reside on the premises;
- Verification that Property Taxes are current; and
- Verification of current required insurance policies.

5.5. DEFAULT AND FORECLOSURE

If an owner defaults on a loan, and foreclosure procedures are instituted, they shall be carried out according to the Program Foreclosure Policy adopted by the Sponsor, and attached to these guidelines as **Attachment G**.

5.6. SUBORDINATIONS

The Sponsor may approve a request to subordinate a loan, in order for the owner to refinance the property, under the following conditions:

- A. The lien position of the Sponsor loan will remain the same or be advanced.
- B. The new primary loan is no greater than the balance of the loan being refinanced, except the costs of refinancing the loan may be added to the principal balance.
- C. The purpose of the new primary loan is to reduce the interest rate being paid and/or reduce the owner's payment.
- D. The refinanced loan must have an impound account for taxes and insurances.

- E. The refinancing terms must be acceptable to the Sponsor.
- F. CDBG allows refinancing with CDBG funds in conjunction with only rehabilitation of the unit.

6.0. CONSTRUCTION

6.1. STANDARDS

- A. All repair work will meet Local Building Code standards. At a minimum, health and safety hazards must be eliminated. For CDBG the priority will be the elimination of health and safety hazards. Sponsor may also require elimination of code deficiencies. When HOME funds are used for housing rehabilitation, the property must meet all applicable current codes, rehabilitation standards, ordinances, and zoning ordinances at the time of project completion. However, if certain components of the house are sound and were built to code prescribed at the time of installation, no repair or alteration will be made to those components. Section 8 Housing Quality Standards may be required on rentals by Sponsor when CDBG funds are used.
- B. Contracting Process
 - 1. Contracting will be done on a competitive basis.
 - 2. The homeowner will be the responsible agent, but the Sponsor and/or its Program Operator will prepare the work write-up, prepare and advertise the bid package, and assist the owner in negotiating the construction contract.
 - 3. The Sponsor does not warrant any construction work, or provide insurance coverage.
- C. Approved Contractors
 - 1. Contractors are required to be licensed with the State of California, and be active and in good standing with the Contractors' License Board.
 - 2. Contractors will be checked against HUD's list of federally debarred contractors. No award will be granted to a contractor on this list.
 - 3. Contractors must have public liability and property damage insurance, and worker's compensation, unemployment and disability insurance, to the extent required by State law.
 - 4. Contractor must agree to comply with all federal and state regulations.

- D. Occupants of units constructed prior to 1978 will receive proper notification of Lead-Based Paint (LBP) hazards as identified in Section 3.3.A. **Note: Units funded solely with CalHome funds are not required to comply with LBP regulations.**
- E. Units constructed prior to 1978 will also be inspected according to the following HUD regulations. **Note: Units funded solely with CalHome funds are not required to comply with LBP regulations.** For CDBG funded programs please refer to Chapter 20, Lead-Based Paint Requirements for guidance in the CDBG Grant Management Manual.
1. If the total amount of Federal assistance or the total amount of rehabilitation hard cost is up to and including \$5,000, the following is required:
 - (a) Paint testing or presume LBP;
 - (b) Clearance of disturbed work areas; and
 - (c) Notifications listed in Section 3.3.A.
 2. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$5,000 up to and including \$25,000, the following is required:
 - (a) Paint testing or presume LBP;
 - (b) Risk assessment; and
 - (c) Clearance of unit.

If LBP hazards are identified, interim controls will be implemented. This level will also require a notice of "Abatement of Lead Hazards Notification" at least five days prior to starting work.
 3. If the amount of Federal assistance or the total amount of rehabilitation hard cost is more than \$25,000, the following is required:
 - (a) Items (a), (b), and (c) of 2. above;
 - (b) Abatement of all LBP hazards identified or produced;
 - (c) Use of interim controls on exterior surfaces not disrupted by rehab; and all notices listed above in Sections 3.3.A. and 6.1.F.2.
 4. All paint tests that result in a negative finding of lead-based paint are exempt from any and all additional requirements. If defective paint surfaces are found, they will be properly treated or abated. A State-certified Inspector/Assessor will perform all paint testing, risk assessments, and clearances. A trained supervisor may oversee interim controls; however, a certified supervisor and workers will perform all abatement.

6.2. ELIGIBLE CONSTRUCTION COSTS

"Rehabilitation" means, in addition to the definition in Section 50096 of the Health and Safety Code, repairs and improvements to a manufactured home necessary to correct any condition causing the home to be substandard pursuant to Section 1704 of Title 25, California Code of Regulations. Rehabilitation also includes room additions to alleviate

overcrowding. Rehabilitation also means repairs and improvements where necessary to meet any locally-adopted standards used in local rehabilitation programs. Rehabilitation does not include replacement of personal property.

Rehabilitation includes reconstruction. Federal law and policy allows the use of HOME funds to demolish and reconstruct owner-occupied residential structures. Reconstruction is defined as the demolition and construction of a structure. The Sponsor and/or Program Operator must document that the reconstruction costs are less than the cost to rehabilitate the existing substandard housing. This will be done using the State's CDBG Test for Reconstruction, for projects funded with CDBG funds; or, using the State's HOME Test for Reconstruction, for projects funded with HOME funds.

Additionally, the Sponsor must determine that the project's value after reconstruction (housing and land combined) is less than the Maximum After-Rehabilitation Value for the Sponsor (see Attachment C, One-Family).

The residential structure to be reconstructed must be a structure with cooking, eating, sleeping, and sanitation facilities which has been legally occupied as a residence within the preceding 12 months. Fifth wheels or recreational vehicles, for example, are not considered dwellings and therefore are not eligible under this Program.

Like for like requires that the structure being demolished must be replaced with a like structure (replace manufactured housing with manufactured housing, for example). However, additions may be approved by the HCD Program when required by Codes/Ordinances or to alleviate overcrowding. (See Attachment C)

Temporary relocation benefits must be planned for and budgeted into the total allowable subsidy for the project, but if required would be in the form of a grant.

Depending on the outcome of the Statutory Worksheet (Environmental test), a reconstructed project may require Authority from the State before funds are committed to the project.

Allowable rehabilitation\reconstruction costs include:

- A. Cost of building permits and other related government fees.
- B. Cost of architectural, engineering, and other consultant services which are directly related to the rehabilitation of the property.
- C. Rehabilitation or Replacement of a manufactured home not on a permanent foundation. Rehabilitation of a manufactured home may include the replacement of the unit with a used manufactured home and the cost to repair it, as long as the unit has been occupied and not used as a demonstration model. Should the unit meet the criteria for reconstruction a new manufactured home can be used for replacement and all cost associated with the purchase and transportation can be added to the loan.

D. Owner-occupied rehabilitation activity delivery fees, pursuant to Section 7733(f), as reimbursement to the Sponsor for the actual costs of services rendered to the homeowner that are incidentally but directly related to the rehabilitation work (e.g. planning, engineering, construction management, including inspections and work write-ups).

E. Rehabilitation will address the following issues in the order listed. Eligible costs are included for each item.

1. Health and Safety Issues

Eligible costs include, but are not limited to, energy-related improvements, lead-based paint hazard evaluation and reduction activities, improvements for handicapped accessibility, repair or replacement of major housing systems. A driveway may be considered part of rehabilitation if it is determined to be a health and safety issue.

2. Code and Regulation Compliance

Eligible costs include, but are not limited to, additional work required to rehabilitate and modernize a home, and bring it into compliance with current building codes and regulations. Painting and weatherization are included.

3. Demolition

Eligible costs include, but are not limited to, the tear down and disposal of dilapidated structures when they are a part of the reconstruction of an affordable housing unit. If a garage or carport is detached, it may not be rehabilitated but may be demolished, if it is determined to be a health and safety issue.

4. Upgrades

Eligible costs include additional bedrooms and bathrooms if the need can be demonstrated per HUD's or Sponsor's overcrowding guidelines listed in **Attachment C**. The Program will not fund additions to a home for a den or family room, or for any luxury items.

The CalHome Program's requirement is that a bedroom or bathroom can be added to omit overcrowding, and this is up to the Recipient to decide what is overcrowding.

5. General Property Improvements

Eligible costs include, but are not limited to, installation of a stove or dishwasher; and repair or installation of fencing.

All improvements must be physically attached to the property and permanent in nature. Non-code property improvements (fencing, landscaping, driveway, etc.) will be *limited to 15 percent* of the rehabilitation loan amount. Any cash contribution by the property owner will be considered a general property improvement and be included in this percentage. Luxury items are not permitted. Items such as stoves and dishwashers that are not built-in may be replaced due only to incipient failure or documented medical condition of the homeowner, and must be of moderate quality.

6. Rehabilitation Standards

All repair work related to health and safety conditions will meet Local Building Code standards. The priority will be the elimination of health and safety hazards and code compliance.

6.3. ELIGIBLE PROJECT COSTS

Examples of eligible project costs for all expenses related to the paperwork for processing and insuring a loan application are listed below. For HOME, these costs are considered activity delivery costs and may not be charged to the homeowner's loan.

- Appraisal
- Property Report/Title Insurance
- Building Plan
- Termite Report
- Land Survey
- Grading Plan
- Recording Fees
- Fire/Course of Construction Insurance
- Flood Insurance, as applicable (not allowed with CalHome or HOME funds)

Costs are based on charges currently incurred by the Sponsor, or its Program Operator, for these products and/or services. Except for HOME loans, any cost increases charged to the Sponsor/Program Operator for these products and/or services will be passed on to the homeowner and included in the loan. All fees are subject to change and are driven by the market.

6.4. REPAIR CALLBACKS

Contractors will comply with State law regarding all labor and material warranties. All labor and material shall meet FHA minimum specifications.

7.0. EXCEPTIONS AND SPECIAL CIRCUMSTANCES**7.1. AMENDMENTS**

The Sponsor may make amendments to these Participant Guidelines. Any changes made shall be in accordance with federal and state regulations, shall be approved by the Sponsor's local governing body and submitted to HCD for approval.

7.2. EXCEPTIONS

Any case to which a standard policy or procedure, as stated in the guidelines, does not apply or an applicant treated differently from others of the same class would be an exception.

7.2.1 PROCEDURES FOR EXCEPTIONAL CIRCUMSTANCES

- A. The Sponsor or its Program Operator may initiate consideration of an exception and prepare a report. This report shall contain a narrative, including the Sponsor's/Program Operator's recommended course of action and any written or verbal information supplied by the applicant.
- B. The Sponsor shall make a determination of the exception based on the recommendation of the Program Operator. The request can be presented to the Sponsor's governing body for decision.

8.0. DISPUTE RESOLUTION AND APPEALS PROCEDURES**8.1. PROGRAM COMPLAINT AND APPEAL PROCEDURE**

Complaints concerning the Sponsor's Rehabilitation Program should be made to the Program Operator first. If unresolved in this manner, the complaint or appeal shall be made in writing and filed with the Sponsor. The Sponsor will then schedule a meeting with the Sponsor's City Council. Their written response will be made within thirty (30) working days. If the applicant is not satisfied with the committee's decision, a request for an appeal may be filed with the local governing body. Final appeal may be filed in writing with HCD within one year after denial or the filing of the Project Notice of Completion.

8.2. GRIEVANCES BETWEEN PARTICIPANTS AND CONSTRUCTION CONTRACTOR

Contracts signed by the contractor and the participant include the following clause, which provides a procedure for resolution of grievances:

Any controversy arising out of or relating to this Contract, or the breach thereof, shall be submitted to binding arbitration in accordance with the provisions of the California Arbitration Law, Code of Civil Procedure 1280 et seq., and the Rules of the American

Arbitration Association. The arbitrator shall have the final authority to order work performed, to order the payment from one party to another, and to order who shall bear the costs of arbitration. Costs to initiate arbitration shall be paid by the party seeking arbitration. Notwithstanding, the party prevailing in any arbitration proceeding shall be entitled to recover from the other all attorney's fees and costs of arbitration.

ATTACHMENT A

24 CFR Part 5 ANNUAL INCOME INCLUSIONS AND EXCLUSIONS

24 CFR Part 5 Annual Income Inclusions

§5.609 Annual income.

(a) *Annual income* means all amounts, monetary or not, which:

- (1) Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; or
- (2) Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- (3) Which are not specifically excluded in paragraph (c) of this section.
- (4) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

(b) Annual income includes, but is not limited to:

- (1) The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
- (2) The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation by the family;
- (3) Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for depreciation is permitted only as authorized in paragraph (b)(2) of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;
- (4) The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount (except as provided in paragraph (c)(14) of this section);
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (except as provided in paragraph (c)(3) of this section);
- (6) *Welfare assistance payments.*

(i) Welfare assistance payments made under the Temporary Assistance for Needy Families (TANF) program are included in annual income only to the extent such payments:

(A) Qualify as assistance under the TANF program definition at 45 CFR 260.31; and

(B) Are not otherwise excluded under paragraph (c) of this section.

(ii) If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus

(B) The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph shall be the amount resulting from one application of the percentage.

(7) Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

(8) All regular pay, special pay and allowances of a member of the Armed Forces (except as provided in paragraph (c)(7) of this section).

(9) For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition and any other required fees and charges, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 *et seq.*), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

24 CFR Part 5 Annual Income Exclusions

(c) Annual income does not include the following:

(1) Income from employment of children (including foster children) under the age of 18 years;

(2) Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);

(3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);

(4) Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

- (5) Income of a live-in aide, as defined in §5.403;
- (6) Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;
- (7) The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
- (8)
 - (i) Amounts received under training programs funded by HUD;
 - (ii) Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 - (iii) Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
 - (iv) Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
 - (v) Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
- (9) Temporary, nonrecurring or sporadic income (including gifts);
- (10) Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
- (11) Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
- (12) Adoption assistance payments in excess of \$480 per adopted child;
- (13) [Reserved]
- (14) Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts, or any deferred Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts.
- (15) Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

(16) Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or

(17) Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609(c) apply. A notice will be published in the FEDERAL REGISTER and distributed to PHAs and housing owners identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary. [See <https://www.federalregister.gov/documents/2014/05/20/2014-11688/federally-mandated-exclusions-from-income-updated-listing> for most recent notice]

(d) *Annualization of income.* If it is not feasible to anticipate a level of income over a 12-month period (e.g., seasonal or cyclic income), or the PHA believes that past income is the best available indicator of expected future income, the PHA may annualize the income anticipated for a shorter period, subject to a redetermination at the end of the shorter period.

ATTACHMENT A-1**Title 25 Section 6914 Gross Income Inclusions – For CalHome activities**

“Gross income” shall mean the anticipated income of a person or family for the twelve-month period following the date of determination of income.

“Income” shall consist of the following:

(a) Except as provided in subdivision (b), “Exclusions”, all payments from all sources received by the family head (even if temporarily absent) and each additional member of the family household who is not a minor shall be included in the annual income of a family. Income shall include, but not be limited to:

- (1) The gross amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses;
- (2) The net income from operation of a business or profession or from rental or real or personal property (for this purpose, expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine the net income from a business);
- (3) Interest and dividends;
- (4) The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts;
- (5) Payments in lieu of earnings, such as unemployment and disability compensation, worker’s compensation and severance pay;
- (6) Public Assistance. If the public assistance payment includes any amount specifically designated for shelter and utilities which is subject to adjustment by the public assistance agency in accordance with the actual cost of shelter and utilities, the amount of public assistance income to be included as income shall consist of:
 - (A) The amount of the allowance or grant exclusive of the amount specifically designated for shelter and utilities, plus
 - (B) The maximum amount which the public assistance agency could in fact allow for the family for shelter and utilities,
- (7) Periodic and determinable allowances such as alimony and child support payments, and regular contributions or gifts from persons not residing in the dwelling;

All regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family or spouse.

ATTACHMENT B**PART 5 ANNUAL INCOME NET FAMILY ASSET INCLUSIONS AND EXCLUSIONS**

This table presents the Part 5 asset inclusions and exclusions as stated in the HUD Technical Guide for Determining Income and Allowances for HOME Program (Third Edition; January 2005).

Statements from 24 CFR Part 5 – Last Modified: January 2005

Inclusions

1. Cash held in savings accounts, checking accounts, safe deposit boxes, homes, etc. For savings accounts, use the current balance. For checking accounts, use the average 6-month balance. Assets held in foreign countries are considered assets.
2. Cash value of revocable trusts available to the applicant.
3. Equity in rental property or other capital investments. Equity is the estimated current market value of the asset less the unpaid balance on all loans secured by the asset and all reasonable costs (e.g., broker fees) that would be incurred in selling the asset. Under HOME, equity in the family's primary residence is not considered in the calculation of assets for owner-occupied rehabilitation projects.
4. Cash value of stocks, bonds, Treasury bills, certificates of deposit and money market accounts.
5. Individual retirement, 401(K), and Keogh accounts (even though withdrawal would result in a penalty).
6. Retirement and pension funds.
7. Cash value of life insurance policies available to the individual before death (e.g., surrender value of a whole life or universal life policy).
8. Personal property held as an investment such as gems, jewelry, coin collections, antique cars, etc.
9. Lump sum or one-time receipts, such as inheritances, capital gains, lottery winnings, victim's restitution, insurance settlements and other amounts not intended as periodic payments.
10. Mortgages or deeds of trust held by an applicant.

Exclusions

1. Necessary personal property, except as noted in number 8 of Inclusions, such as clothing, furniture, cars and vehicles specially equipped for persons with disabilities.
2. Interest in Indian trust lands.
3. Assets not effectively owned by the applicant. That is, when assets are held in an individual's name, but the assets and any income they earn accrue to the benefit of someone else who is not a member of the household and that other person is responsible for income taxes incurred on income generated by the asset.
4. Equity in cooperatives in which the family lives.
5. Assets not accessible to and that provide no income for the applicant.
6. Term life insurance policies (i.e., where there is no cash value).
7. Assets that are part of an active business. "Business" does not include rental of properties that are held as an investment and not a main occupation.

ATTACHMENT B-1

Title 25 Section 6914 Gross Income Inclusions – For CalHome activities

- (b) The following items shall not be considered as income:
- (1) Casual, sporadic or irregular gift items;
 - (2) Amounts which are specifically for or in reimbursement of the cost of medical expenses;
 - (3) Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses;
 - (4) Amounts of educational scholarships paid directly to the student or to the educational institution, and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books and equipment. Any amounts of such scholarships, or payments to veterans not used for the above purposes of which are available for a subsistence are to be included in income;
 - (5) The special pay to a serviceman head of a family away from home and exposed to hostile fire;
 - (6) Relocation payments made pursuant to federal, state, or local relocation law;
 - (7) Foster child care payments;
 - (8) The value of coupon allotments for the purchase of food pursuant to the Food Stamp Act of 1964 which is an excess of the amount actually charged the eligible household;
 - (9) Payments received pursuant to participation of the following volunteer programs under the ACTION Agency:
 - (A) National Volunteer Antipoverty Programs which include VISTA, Service Learning Programs and Special Volunteer Programs.
 - (B) National Older American Volunteer Program for persons aged 60 and over which include Retired Senior Volunteer Programs, Foster Grandparent Program, older American Community Services Program, and National Volunteer Program to Assist Small Business Experience, Service Corps of Retired Executive (SCORE) and Active Corps of Executives (ACE).

ATTACHMENT C**MAXIMUM PURCHASE PRICE/AFTER-REHAB VALUE LIMIT FOR IMPERIAL COUNTY
(HOME Value Limits as of 04/01/2018)**

| COUNTY NAME | One-Family |
|-------------|------------|
| IMPERIAL | \$211,000 |

**HOME SUBSIDY LIMITS PER UNIT FOR IMPERIAL COUNTY
(Limits are effective 06/04/2018)**

| O-BDR | 1-BDR | 2-BDR | 3-BDR | 4-BDR |
|-----------|-----------|-----------|-----------|-----------|
| \$147,074 | \$168,600 | \$205,017 | \$265,228 | \$291,136 |

**HOUSEHOLD INCOME LIMITS FOR IMPERIAL COUNTY*
(Limits are effective 06/01/2018)**

| <i>Number of Persons in Household</i> | | | | | | | | |
|---------------------------------------|----------|----------|----------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% of AMI | \$33,450 | \$38,200 | \$43,000 | \$47,750 | \$51,600 | \$55,400 | \$59,250 | \$63,050 |

**HCD 2018 INCOME LIMITS FOR CALHOME
ADJUSTED FOR FAMILY SIZE FOR IMPERIAL COUNTY**

| Income Level | Household Size | | | | | | | |
|--------------|----------------|----------|----------|----------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 80% | \$33,550 | \$38,350 | \$43,150 | \$47,900 | \$51,750 | \$55,600 | \$59,400 | \$63,250 |

Sponsor will insert the limits for the county in which the Program is located, and will update the income limits annually as HCD provides new information. The link to the official, HCD-maintained Value, Subsidy, and Income limits is: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml> (for HOME and CDBG limits, choose "State CDBG and HOME Income, Value and Rent Limits"; for CalHome income limits, choose "Official State Income Limits").

**SPONSOR STANDARDS FOR BEDROOM AND BATHROOM ADDITIONS TO
ALLEVIATE OVERCROWDING**

| Maximum No. of Persons in the Household | Number of Bedrooms | Number of Bathrooms |
|---|--------------------|---------------------|
| 1 | SRO | 1 |
| 1 | 0-BR | 1 |
| 2 | 1-BR | 1 |
| 4 | 2-BR | 2 |
| 6 | 3-BR | 2 |
| 8 | 4-BR | 3 |
| 10 | 5-BR | 3 |
| 12 | 6-BR | 4 |

SEE ADDITIONAL OCCUPANCY FACTORS ON FOLLOWING PAGE

- Opposite sex children under 6 years of age may share a bedroom, up to 2 children per bedroom.
- Opposite-sex children 6 years of age and older may have their own bedroom.
- Children shall be permitted a separate bedroom from their parents.
- Same-sex children of any age may share a bedroom, up to 2 children per bedroom.
- Adults not in a partner relationship may have their own bedroom.
- 4 or more people – a second bathroom may be added.
- 8 or more people – a third bathroom may be added.
- Same rules apply to mobile home units.

The chart above is used as a guide to overcrowding.

ATTACHMENT D

HOUSING REHABILITATION MARKETING PLAN

SUMMARY

The Sponsor will continue its efforts to market the Housing Rehabilitation Program in a manner that will reach all community members.

All marketing related to the Housing Rehabilitation Program is publicized in both English and Spanish. All marketing materials include information identifying the Sponsor's commitment to fair housing laws and affirmative marketing policy, and are widely distributed. Equal opportunity is emphasized in written materials and oral presentations. A record is maintained by the Sponsor identifying what marketing materials are used, and when and where they are distributed.

Forms of marketing may include fliers, brochures, newspaper ads, articles and public service announcements. Fliers and brochures are distributed at local government buildings, other public buildings and through the mail, as well as to businesses that assist those not likely to apply without special outreach. Advertisements and articles are published in newspapers that are widely circulated within the community.

Established working relationships with local lending agencies also aid in informing the public by facilitating the distribution of informational fliers to households seeking financial assistance for repairs that are unable to obtain conventional financing.

Informational meetings are offered to potential participants to explain Program requirements. Often, minimal formal outreach efforts are required as the need for assistance generally exceeds funds available. However, marketing measures are actively performed in order to maintain a healthy interest list.

Characteristics on all applicants and participants are collected and compared with the Sponsor's demographics. Should the Sponsor find that there are underserved segments of the population, a plan to better serve them will be developed and implemented.

MARKETING FORMS

- Fliers
- Brochures
- Newspaper Ads and Articles
- Public Service Announcements
- Public Informational Meetings

MARKETING VENUES

- Local Government Buildings
- Local Public Services Buildings
- Private Businesses
- Lending Agencies
- Real Estate Offices
- Newspaper
- Radio
- Mail

ATTACHMENT E**RESIDENTIAL ANTI-DISPLACEMENT AND TEMPORARY RELOCATION PLAN
Version 2**

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require all grantees of Community Development Block Grant (CDBG) funds or Home Investment Partnership (HOME) funds to follow a written Residential Anti-displacement and Relocation Assistance Plan (Plan) for any activities which could lead to displacement of occupants whose property is receiving funds from these or other federal funding source. Having been developed in response to both aforesaid federal legislations, this Plan is intended to inform the public of the compliance of the CITY OF BRAWLEY (Sponsor) with the requirements of federal regulations 24 CFR 570.606 under state recipient requirements and Section 104(d) of the Housing and Community Development Act of 1974 and 24 CFR 92 of the HOME federal regulations. The Plan will outline reasonable steps, which the Sponsor will take to minimize displacement and ensure compliance with all applicable federal and state relocation requirements. The Sponsor's governing body has adopted this plan via a formal resolution.

This Plan will affect rehabilitation activities funded by the U.S. Department of Housing and Urban Development (HUD) under the following program titles: HOME, CDBG, Urban Development Action Grant (UDAG), Special Purpose Grants, Section 108 Loan Guarantee Program, and such other grants as HUD may designate as applicable, which take place within the Sponsor's jurisdiction limits.

The Sponsor will provide permanent relocation benefits to all eligible "displaced" households either owner-occupied or renter-occupied units which are permanently displaced by the housing rehabilitation program (**See Section E below.**). In addition, the Sponsor will replace all eligible occupied and vacant occupiable low-income group dwelling units demolished or converted to a use other than low income group housing as a direct result of rehabilitation activities. This applies to all units assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and as described in the Federal Regulations 24 CFR 570.496(a), Relocation, Displacement and Acquisition: Final Rule dated July 18, 1990 (Section 104(d)) and 49 CFR Part 24, Uniform Relocation Assistance (URA) and Real Property Acquisition Regulations Final Rule and Notice (URA) dated March 2, 1989.

All Sponsor programs/projects will be implemented in ways consistent with the Sponsor's commitment to Fair Housing. Participants will not be discriminated against on the basis of race, color, religion, age, ancestry, national origin, sex, familial status, or handicap. The Sponsor will provide equal relocation assistance available 1) to each targeted income group household displaced by the demolition or rehabilitation of housing or by the conversion of a targeted income group dwelling to another use as a direct result of assisted activities; and 2) to each separate class of targeted income group persons temporarily relocated as a direct result of activities funded by HUD programs.

A. Minimizing Permanent Displacement and Temporary Relocation Resulting from Housing Rehabilitation or Reconstruction Activities

Consistent with the goals and objectives of activities assisted under the Act, the Sponsor will take the following steps to minimize the displacement of persons from their homes during housing rehabilitation or reconstruction funded by HUD programs:

1. Provide proper notices with counseling and referral services to all tenants so that they

understand their relocation rights and receive the proper benefits. When necessary assist permanently displaced persons to find alternate housing in the neighborhood.

2. Stage rehabilitation of assisted households to allow owner occupants and/or tenants to remain during minor rehabilitation.
3. Encourage owner investors to temporarily relocate tenants to other available safe and sanitary vacant units on the project site area during the course of rehabilitation or pay expenses on behalf of replaced tenants.
4. Work with area landlords, real estate brokers, and/or hotel/motel managements to locate vacancies for households facing temporary relocation.
5. When necessary, use public funds, such as CDBG funds, to pay moving costs and provide relocation/displacement payments to households permanently displaced by assisted activities.

B. Lead Based Paint Mitigation Which Causes Temporary Relocation:

On September 15, 2000, the Final Rule for Lead Based Paint Hazard Control went into effect. Among other things, it requires that federally-funded rehabilitation must use safe work practices so that occupants and workers can be protected from lead hazards. **At no time should the tenant-occupant(s) be present in work areas or designated adjacent areas while LHC activities are taking place in any dwelling unit interior, common area, or exterior.** As such, occupants may not be allowed to remain in their units during the time that lead-based paint hazards are being created or treated. Once work that causes lead hazards has been completed, and the unit passes clearance, the occupants can return. **The tenant-occupants may not reoccupy a work area or adjacent area until post-lead hazard reduction clearance standards have been achieved and verified with laboratory results.** The final rule allows for certain exceptions: programs:

1. The work will not disturb lead-based paint, or create dust-lead or soil-lead hazard; or
2. The work is on exterior only and openings are sealed to prevent dust from entering the home, the work area is cleaned after the work is completed, and the residents have alternative lead free entry; or
3. The interior work will be completed in one period of less than 8-daytime hours and the work site is contained to prevent the release of dust into other areas of the home; or
4. The interior work will be completed within five (5) calendar days, the work site is contained to prevent the release of dust, the worksite and areas within 10 feet of the worksite are cleaned at the end of each day to remove any visible dust and debris, and the residents have safe access to kitchen and bath and bedrooms.

If temporary relocation benefits are not provided because the Sponsor believes that the project meets one of the above criteria, then proper documentation must be provided in the rehabilitation project file to show compliance. It is up to the Sponsor to ensure that the owner occupant or tenant in the project does not get impacted by lead paint mitigation efforts. In most cases where lead paint mitigation is taking place, occupants (tenants or owners) will be strongly encouraged to relocate even for just a few days until a final lead clearance can be issued by a certified lead based paint assessor. Occupants who are temporarily relocated because of lead based paint mitigation